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Chapter 1

Before start

1.1 Necessary to known

Caution: Do not attempt to service the device yourself, except as explain in your online documentation or in instruction otherwise. Always follow this user guide closely.

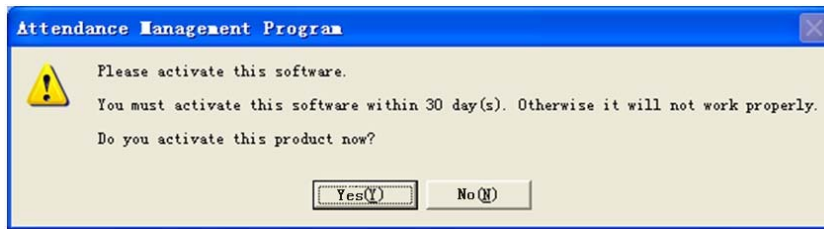
Notice: Please do not place the product in the place with strong light, because the strong light may significantly affect the fingerprint scanning, and thus cause the fingerprint verification fail. This product is designed for indoor installation, if it has to be installed it outdoor, please place the equipment in proper environment, you must beware of not exposing it to wet or harsh condition, the product work temperature rang is 0-40℃. Do to use you device in every hot environment, keep you device away from the heat source and radiator. For long time use it outdoor and the internal heat of the machine, will cause problem to the operation.

1.2 About software

The time & attendance system consist of two part, speaking simply, Front End Attendance & Background Management, the front-end is standalone terminal which used to be check recorder, the background is a fingerprint attendance management software that be applied to management. the standalone fingerprint identification terminal enroll staff fingerprint and to record daily logs is its mainly responsible , the management software read out the front end check log and statistic result in accordance with the user rule, create various reports.

Now the management software shall be activated before using at the first time, otherwise the management software does not run to download and

process the data. After the software has been installed, the following prompt interface appear



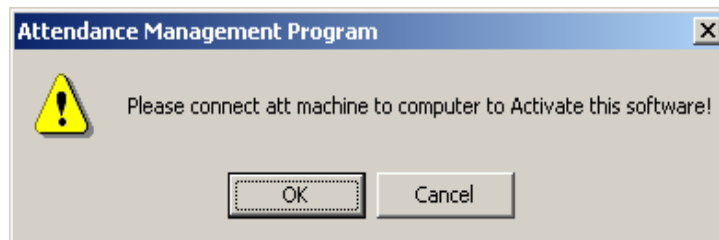
If you select (Yes) to activate the software, click (No), only for seven day the software is available.



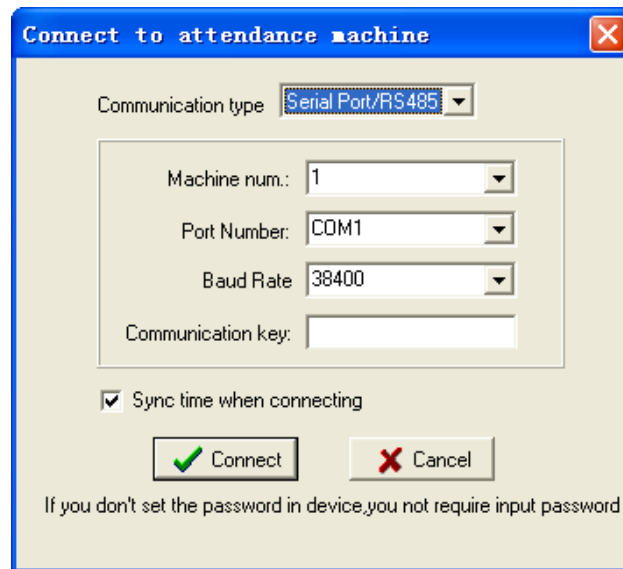
There are two ways to activate the software, the operation instructions are follow, one way is use fingerprint terminal to activate the software, other way is to utilize the floppy diskette, the method is a auxiliary way

1.3 Activation by Machine

After the installation of the software, click the icon or click the **Start/Programs/Attendance System/ Attendance Management Program**, the following screen will appear:



Click **(OK)**, the following screen will appear:



The **machine number**: the defined machine number on the attendance machine, 1 by default:

Port number : communication port, refers the port number of your attendance machine to the computer

Baud Rate: Communication can be set up through setting the same baud rate as the attendance machine. Additional setup is Not required. Define the machine number and the port number, and make the baud rate of the computer consistent with the attendance machine.

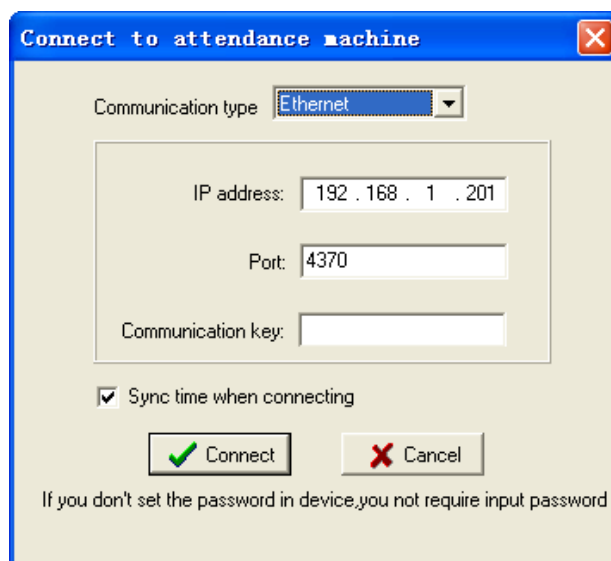
If the screen showing the success of the activation appears, that means the software has been successfully activated. You can use the product properly.

Otherwise, please examine that the communication baud rates are consistent. The success showing screen is as following:



Notice: The communication port of the machine must be the same with that of the computer so as to ensure the long distance and stability of the low frequency communication. Please refer to the user's manual for properly setting the communication port of the attendance machine.

If the device fully supports the TCP/IP communication way, through the Ethernet to activate software the way is available, after the Ethernet is choused, the following figure appear.



IP Address: Please input the IP address which is same with the IP address in the option of attendance device.

Port: in the normal statue the value is not to be modified, for large network please contact the network administer.

After click **Connect**, the connection is successful, the software will be activated.

Before Start

Product

Concepts

Get Start

Option

System info

Maintained

Install

T&A Program

Help

Trouble

Chapter 2

About product

This chapter is a detail about the attendance device, and how to place the finger

2.1 View the device list



BioSH-TA1



BioSH-TA2



BioSH-TA5



BioSH-A6



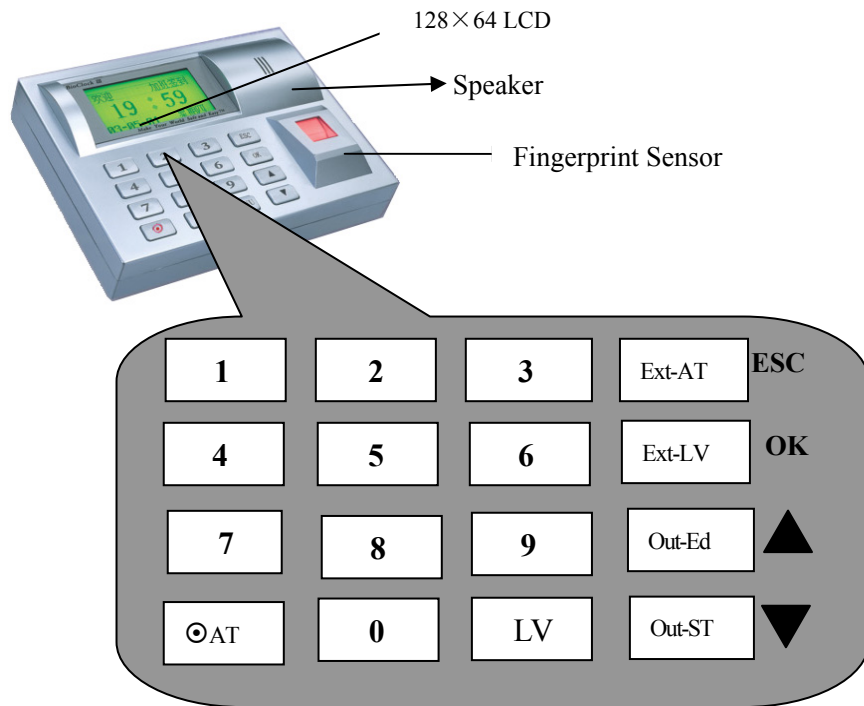
BioSH-A10



BioSH-A11

2.2 Each face panel Description

III BioSH-TA1



ESC Cancel Key: Delete the operation you present

OK Confirm Key: Confirm the operation you present;

☐ Menu Key: Press the key to enter management interface at initial statue;

▲ **Up Key** : Move to the upper-lever of the menu;

▼ **Down Key**: Move to the down-level of the menu;

⊙ Power Key : Control the device by power on-off ;

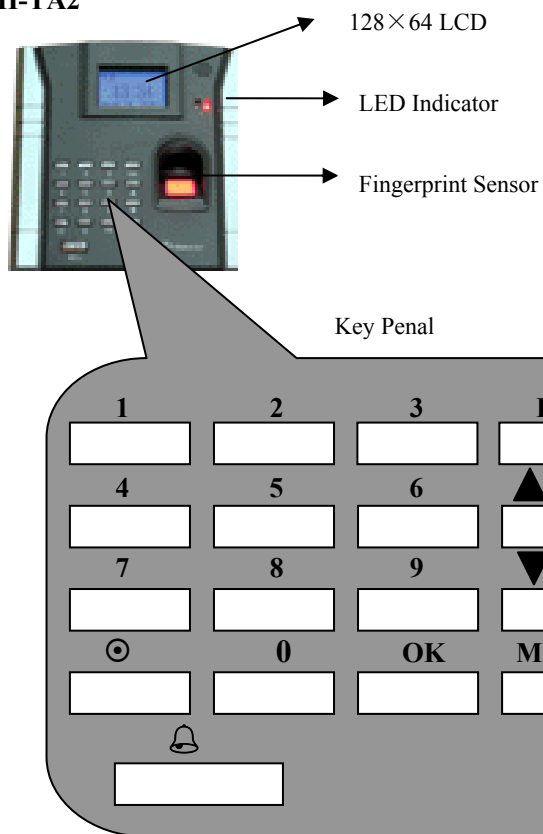
Overtime-check in、Overtime- check out、Exit- check in、 Exit-check out、

On-off duty: **Shift Attendance Statue**

Number: Input number **0---9**;

➤ **Note:** At the initial state, constantly press nine five times (99999) to enter the management interface

IV BioSH-TA2



OK Confirm Key: Confirm the operation you present;

MENU Menu Key: Press the key to enter management interface at initial statue;

ESC Cancel Key: Delete the operation you present;

▲ **Up Key** : Move to the upper-lever of the menu;

▼ **Down Key**: Move to the down-level of the menu;

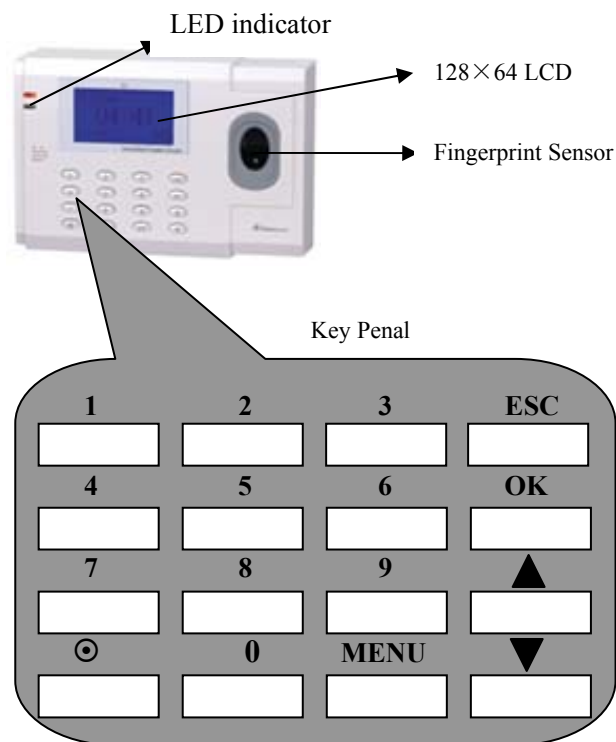
IN check-in; **OUT** Check-out (Shift check statue)

⊙ **Power Key** : Control the device by power on-off;

Number: Input number 0---9;

Doorbell.

V BioSH-TA5



OK Confirm Key: Confirm the operation you present.

MENU Menu Key: Press the key to enter management interface at initial statue

ESC Cancel Key: Delete the operation you present

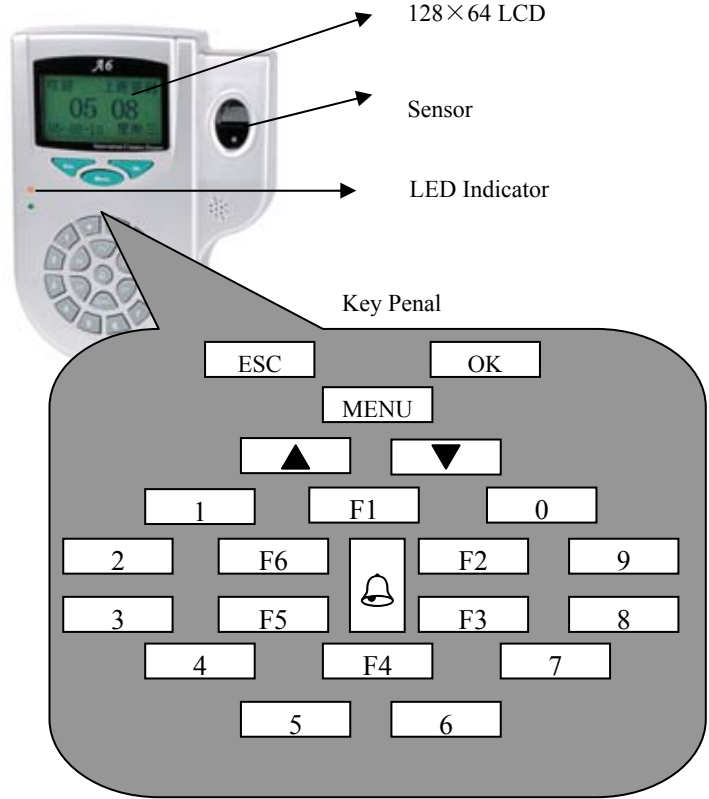
▲ **Up Key** : Move to the upper-lever of the menu;

▼ **Down Key**: Move to the down-level of the menu

⊙ **Power Key** : Control the device by power on-off

Number: Impute number 0---9;

VI BioSH-A6

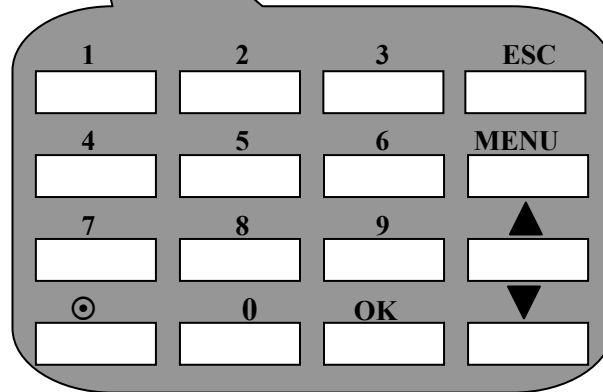
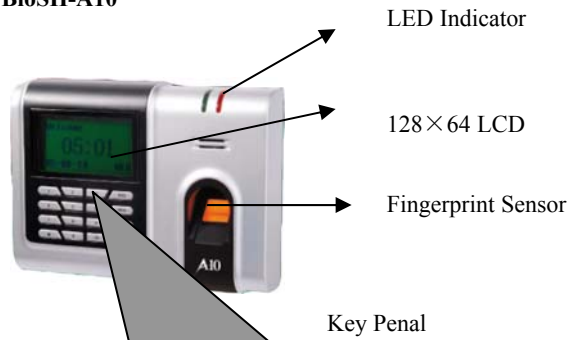


- OK** Confirm Key: Confirm the operation you present;
- MENU** Menu Key: Press the key to enter management interface at initial statue;
- ESC** Cancel Key: Delete the operation you present;
- ▲** **Up Key** : Move to the upper-level of the menu;
- ▼** **Down Key**: Move to the down-level of the menu;
- IN** On-duty; **OUT** Off-duty (Shift attendance statue)
- ⊙** Power Key : Control the device by power on-off;
- Number: Impute number **0---9**;

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Function Key: Select F1—F6, ability to change the in-out statue Doorbell.

VII BioSH-A10



OK Confirm Key: Confirm the operation you present.

MENU Menu Key: Press the key to enter management interface at initial statue

ESC Cancel Key: Delete the operation you present

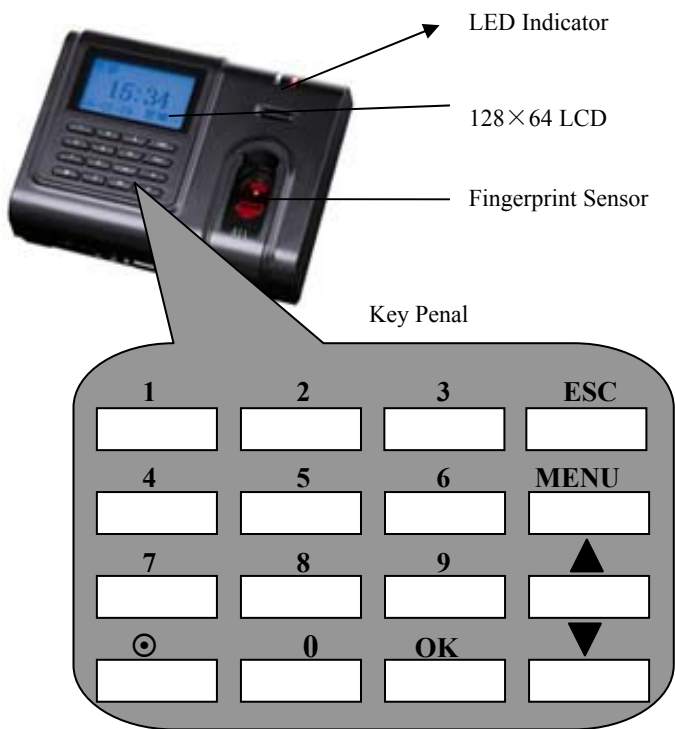
^ **Up Key** : Move to the upper-lever of the menu;

v **Down Key**: Move to the down-level of the menu

⊙ **Power Key** : Control the device by power on-off

Number: Impute number 0---9;

VIII BioSH-A11



- OK** Confirm Key: Confirm the operation you present.
- MENU** Menu Key: Press the key to enter management interface at initial statue
- ESC** Cancel Key: Delete the operation you present
- ^ **Up Key** : Move to the upper-lever of the menu;
- v **Down Key**: Move to the down-level of the menu
- ⊙ **Power Key** : Control the device by power on-off
- Number: Impute number **0---9**;

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Chapter 3

Concepts

3.1 Basic Concepts

This section contains definitions and descriptions of Fingerprint Time & Attendance system Concepts including:

- User Enrollment
- User Verification
- Threshold
- User ID Numbers
- Privilege (Status) Levels

The two most important Fingerprint **Time & Attendance** Functions are user enrollment and user verification.

3.1.1 User Enrollment

Enrollment is the procedure to create an ID number and scan a user's finger to create a template three times. This template is associated with a user ID number and stored up.

Though the stored fingerprint reference template match against place user's finger, this fingerprint template is used to identify user's Identity, so an enrolled user is able to achieve the time clock in the appoint device, the whole procedure take about 2 second, for the same ID number the up to ten different fingerprint ability to be enrolled, the user may own much more verification way.

Ideally. Every finger on each hand should be enrolled, so that if a enrolled finger is injured, to alternate the backup finger is available, in normal condition, it is better that last two finger is enrolled, like, left or right index finger, so the user ability to use his (her) any finger to identify and keep away the troubles is duo to he (her) forget which finger has been enrolled

3.1.2 User Identification/Verification

The process of comparing place user's finger against the stored fingerprint reference template. when a user either input an ID number or places a finger in the fingerprint sensor, then input password or press fingerprint, after verification process carry out, the system will show whether identify failure or success and store up the successful result to equipment

Authentication type

1.) Fingerprint authentication

Use fingerprints to validate access authentication with the following types:

1:1 authentication (Verification)

In this mode, enter a pre-registered ID first and then a fingerprint. The enrolled fingerprint corresponding to the ID will be compared to the entered fingerprint on a 1:1 basis. The 1:1 authentication type takes a short time regardless of the number of users. There is no need to make any special settings in the system. After entering the ID, enter the fingerprint to perform authentication. Block diagrams of enrollment, verification, and identification tasks.

1: N authentication (Identification)

Only enrolled fingerprints are used for authentication. Though the authentication procedure is simple, this method will take a little longer

than the 1:1 authentication if there are many users. There is no need to make any special settings in the system.

1: G; 1: H (Group authentication)

For group authentication, user can define a range of user ID, if user ID is in the range, authentication way must be 1: N, otherwise the authentication procedure is 1:1 matching.

--1: H authentication: user must input the advance part ID to perform fingerprint authentication, if the input ID is entire No., the system will carry on 1:1 authentication,

--1: G authentication: the user must be grouped before authentication, you can specify a group ID of 1--4 digits long for each user group. You will enter a group ID and press down -key, and then place a fingerprint for authentication. You can specify a group ID when you register a user. Unlike other methods, you must enter the group ID, and then press down-key before entering the fingerprint to perform group authentication.

2.) Password authentication

A password of 1--5 digits long is used to validate access authentication. You can use this method in such a special case as when the fingerprints are damaged.

3.) RF/ MIFARE card authentication (optional)

The RF card of a user is used to identify the user. You can register the RF card number to the system in advance to provide against loss or theft of the RF card.

The MIFARE card is a contact -less IC card, 1K card has its 1 K byte memory assignment as 16 sectors, each with 4 blocks of 16 bytes. The MIFARE card interacts with the reader, which is able to store fingerprint template inside, the fingerprint template is transferred to reader, then the template against placed finger while use performance verification.

The MIFARE card also own unique serial No. you can use it instead of ID card. **For more detail see appendix.**

3.1.3 Threshold

Threshold - A predefined number, often controlled by a biometric system administrator, which establishes the degree of correlation necessary for a comparison to be deemed a match. If the score resulting from template comparison exceeds the threshold, the templates are a “match” (though the templates themselves are not identical).

The Threshold establishes a balance between False Acceptance Rate (FAR) and False Rejection Rate (FRR). FAR mean the probability that a biometric system will incorrectly identify an individual or will fail to reject an impostor. The rate given normally assumes, FRR measure the probability that a biometric system will fail to identify an enrollee, or verify the legitimate claimed identity of an enrollee.

You can set the threshold to all users. For a user who's the fingerprint verification is difficult, you can adopt ID & Fingerprint verification (match one to one).

Raising the threshold increases security, while lowering it increases pass. The correct balance is vital.

For a user whose finger is worn or injured, the threshold should be reduced.

Notice: FAR and FRR affect each other, if increases FAR then reduce FRR. The default Threshold is 35, 1:1 matching Threshold is 15.

Table 1—1 Suggested Threshold Settings

FRR	FAR	One-to-many	One-to-one
High	Low	45	25
Middle	Middle	35	15
Low	High	25	10

3.1.4 User ID Numbers

Before beginning fingerprint enrollment, a user is assigned User ID Number. This ID number is used to call up the fingerprint template or password each time that verification is requested.

ID numbers are normally inputted via the keypad, but they can be called up by other means of such as RF Card, Mifare Card (the realizing function condition is that there is card reader in the device)

3.1.5 Privilege (status) Levels

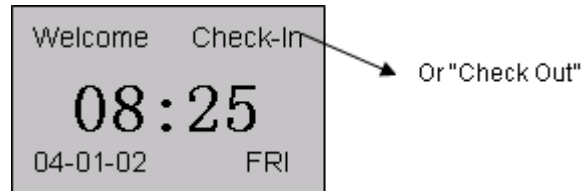
Fingerprint time & attendance device has four option or status levels:

- Users are people whose identity must be monitored before enter a limit the areas where each person is authorized to go, it might be good to know where an individual has been.
- Enrollers are Users who are authorized to enroll new users or delete user to the system.
- Managers can do other operations, except set advanced option and enroll manager's authority.
- Supervisors are Users who access to all functions and change all settings in the system.

➡ **Note:** Without Manager and Supervisor status in the system, the Enroller will enroll them. And if there isn't a Supervisor in the system, the Manager will enroll him.

3.1.6 Start-up window

When the machine is connected to the power and after the power on, power button is pressed, the screen will display a so-called initial interface, as following:



3.2 How to place the finger

Make sure the fingerprint image captured is of a core of presented finger a fingerprint is point to located within innermost recurring ridge of any give finger

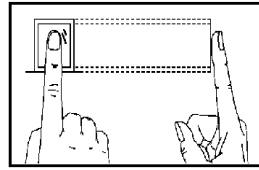
Also. To obtain a higher success rate, enroll same finger 3times in a slightly adjust angle, one to the center, one incline slightly to the left. The third incline slightly to the right.

If you follow the following place procedure, the success rate will increase dramatically

The correct way is:

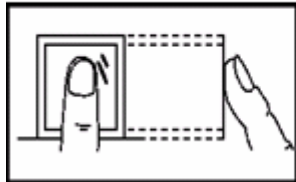
Place a finger flatware on the sensor surface

Place it to the center of the sensor surface

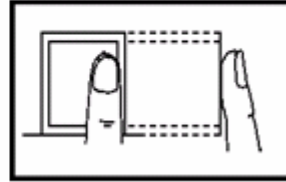


The wrong way is

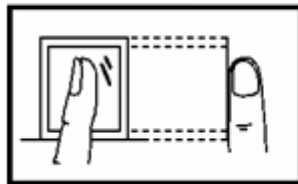
Vertical



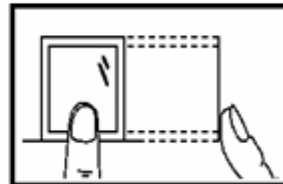
Offset



Inclined



Lower



Chapter 4

Get started

4.1 Enrollment and Verification Procedures

This chapter describes how to enroll and verify users on the Fingerprint T&A verification system.

The following topics are included:

Enrolling User

Testing the result of Enrollment

Enrolling a backup Fingerprint of user

Verifying Your Identity

Hints for Successful Enrollments

➤ **Note:** if want enroll a new user, you must own Enroller, Manager, or Supervisor status to enroll users. For information on status levels, see **Option (Status) Levels”**

4.1.1 Enrolling Users

If this is the first enrollment in a new or empty system, everyone will become an enroller.

If there is a manager in the system, you will be allowed by a manager to enroll a new user.

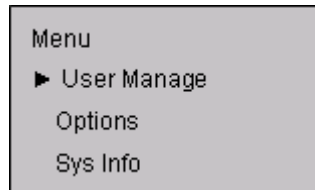
This device provides with three ways to enroll, such the Fingerprint Enrollment, the Password Enrollment, the Fingerprint and the Password Enrollment, above three kinds of ways are separately corresponding equal to different personnel whose fingerprint quality is different. The Fingerprint Enrollment is suitable to the personnel whose fingerprint

quality is quite good; the fingerprint and the password are suitable to the personnel, whose fingerprint may be enrolled successfully, but the verification process is the quite difficult; the Password Enrollment is suitable to the personnel whose fingerprint is unable to enroll successfully. Base on the actual situation, you may select a proper enrollment way.

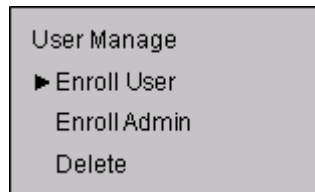
To start the enrollment process, identify yourself firstly—press [Menu], enter your ID number or place finger, and then verify your identity.

➡ **Note:** If this is the first enrollment in a new or empty system, you will not be prompted for verification.

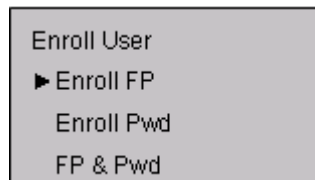
After verification, press [Menu] the following message appears on the display:



Press [OK], access the User Manager, the following message display:

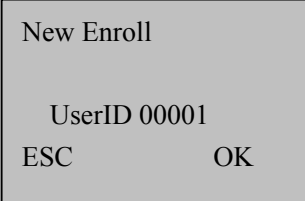


Press [OK], access the User Enrollment, the following message display:



4.1.2 Fingerprint Enrollment

(1) Access the Enroll Fingerprint to press [OK], the following display:

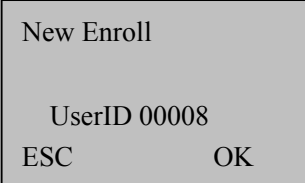


New Enroll

UserID 00001

ESC OK

(2) Press [OK], the following appears:

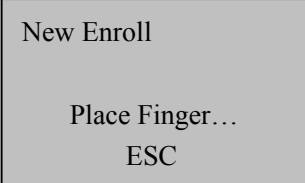


New Enroll

UserID 00008

ESC OK

(3) Input the enrolling number (the range is 1 to 65534), press [OK], the following appears:

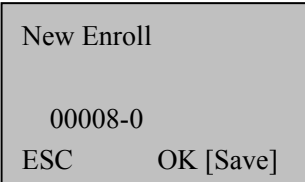


New Enroll

Place Finger...

ESC

(4) If the test is successful, after enroll same finger three times, the following appears:



New Enroll

00008-0

ESC OK [Save]

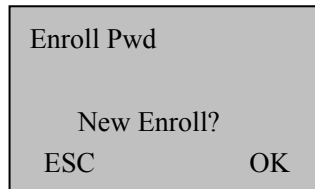
Note: The last number 0 means the first fingerprint.

Press [OK], the previous message continues to be displayed while the template is created.

If your identity cannot be verified, you are prompted to try again. And you must restart the verification procedure (step 3).

4.1.3 Password Enrollment

(1) Access the password enrollment, press [OK], the following appears:

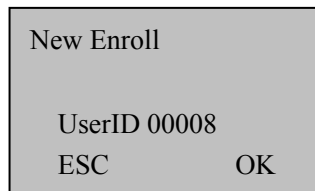


Enroll Pwd

New Enroll?

ESC OK

(2) Press [OK], the following appears:

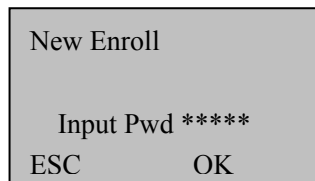


New Enroll

UserID 00008

ESC OK

(3) Input the enroll number (the range is 1 to 65534), press [OK], the following appears:



New Enroll

Input Pwd *****

ESC OK

Note: The password long range is 1 to 5.

(4) Input the password, press [OK], the following appears:

New Enrollment
Input Pwd: *****
Pwd Affirm: *****
ESC OK

(5) Input the password again, presses [OK], the following appears:

New Enroll

00008-P
ESC OK [Save]

Note: 00008-P

The last letter P means password.

Press [OK], the previous message continues to be displayed while the template is created.

4.1.4 Fingerprint & Password

Access the Fingerprint& Password, press [OK], the following appears:

FP & Pwd

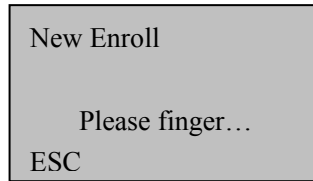
New Enroll?
ESC OK

(2) Press [OK], the following appears:

New Enroll

UserID 00008
ESC OK

(3) Input the password (range is 1 to 65534), press [OK], the following appears:

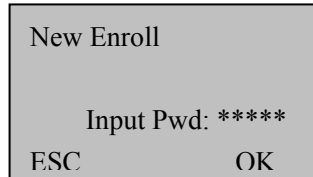


New Enroll

Please finger...

ESC

(4) If the test is successful, after enroll same finger three times, the following appears:

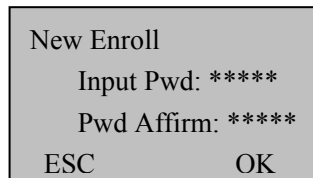


New Enroll

Input Pwd: *****

ESC OK

(5) Input your password, the following appears:



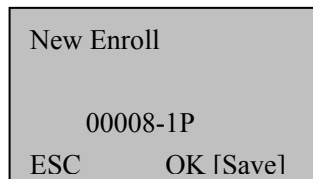
New Enroll

Input Pwd: *****

Pwd Affirm: *****

ESC OK

(6) Input the password again, presses [OK], the following appears:



New Enroll

00008-1P

ESC OK [Save]

Note: 00008—1P

The second from the last 1 means one fingerprint

The last letter P means password.

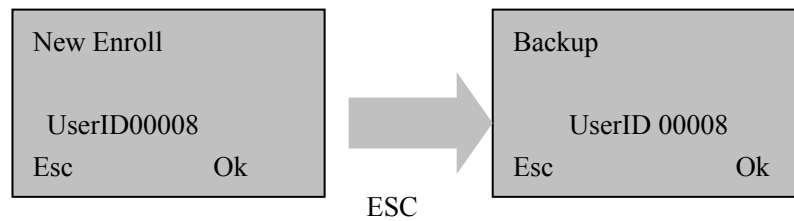
Press [OK], the previous message continues to be displayed while the user is added.

4.2 Testing an Enrollment

Ask the user to place their finger to perform test verification. If the test was successful, you will adopt fingerprint enrollment. If the poor quality of fingerprint, you will be recommended to use fingerprint & password.

4.3 Enrolling a Backup Fingerprint of User

Press [ESC] to the Display Backup Option, the following appears:



This operation procedure as above enroll new user operation

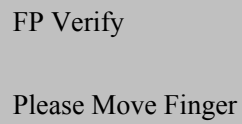
Note: Where system memory permits, it is advisable to have at least two fingers enrolled for a long-term user.

4.4 Verifying Your Identity

The device is a biometric time & attendance system that replace the typical time clock used to monitor employee, instead of employ punching a time card, they simply place their finger, after he has been verified. The device will dose rest. The system defaults to three ways of verification: Fingerprint verification, Password verification, ID number & Fingerprint. The following appears:

4.4.1 Fingerprint Verification

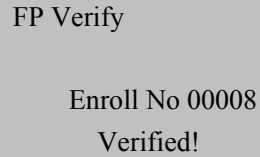
Place the finger on the sensor surface, the following appears:



FP Verify

Please Move Finger

It continues for about 0.5 seconds. If the test is successful, it will say “Thank you”, the following appears:

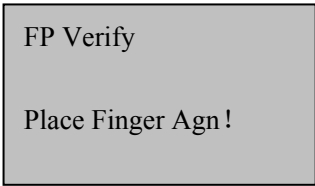


FP Verify

Enroll No 00008

Verified!

If you cannot be verified, you are prompted to try again, the following appears:



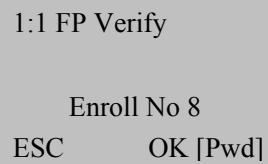
FP Verify

Place Finger Agn !

It continues for about 0.5 seconds, return to the start-up window

4.4.2 Password Verification

In the initial interface, Input your ID number, the following appears

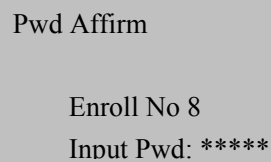


1:1 FP Verify

Enroll No 8

ESC OK [Pwd]

Press [OK], the following appears

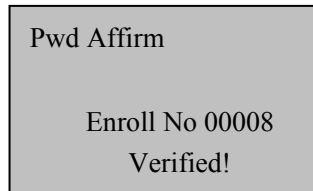


Pwd Affirm

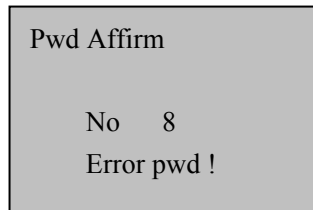
Enroll No 8

Input Pwd: *****

Input correct password, press [OK], the following appear

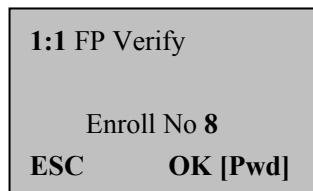


If the password cannot be verified, the following appears:

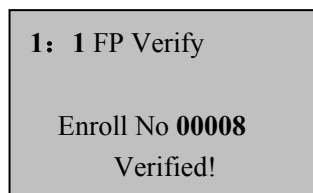


4.4.3 ID number & Fingerprint

In the initial interface, enter your ID number, the following appears:



If your identity is verified, the following appears:



4.5 Hints for Successful Enrollments

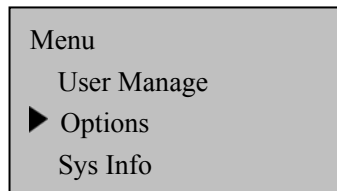
The fingerprint is of good quality, the verification speed will fast; otherwise, it will verify slowly or occur to FRR. In order to improve the fingerprint verification quality, the following hint appears

Trouble	Solution
Fingerprints is too dry or dirty	Solve the dry problem that rubs the dry finger and palm. If the fingerprint is dry, you should adopt the way of wetting up the finger, such as blow air over finger.
Have no enough to bring pressure	The user should place a finger firmly and flat on the sensor surface.
How to select the finger?	Recommend to left or right index or middle finger. Use fingerprints of good quality, without worn or injury. The user usually selects the forefinger, if it was of a poor quality, you will be recommended to middle finger or ring finger. If the user's finger is small, you will select the thumb.
How to place the finger?	Place your finger firmly and touch the sensor surface must be over 2/3. The fingerprint does not touch upright on the sensor surface. Do not touch the finger too fast; Do not move the finger on the sensor surface.
The effect of the fingerprint pattern change	For an user with worn or injury finger, the identification can be affected. If the finger quality was poor, you should be select password to verify.
Others	However, few people's fingerprint quality is too poor to verify, the fingerprint in gear. Please use ID & fingerprint verification, and the Threshold can be reduced or use password verification.

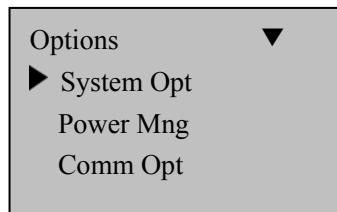
Chapter5

System Options

Press the [Menu], and then verify your identity. The following appears:



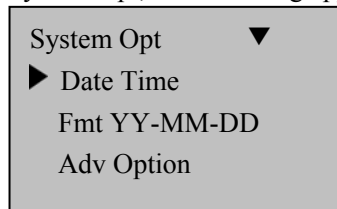
Access Options, press [OK], the following appears:



The following topics included: System Options, Power Manage, Communication Options, Log Options and Access Option

5.1 System Option

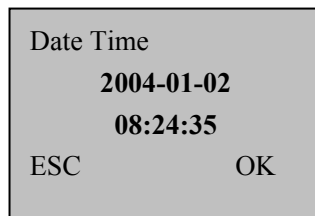
Access System Opt, the following appears:



The setup facility covers four areas: System Options, Language, Lock and Advanced Options.

5.1.1 Date Time

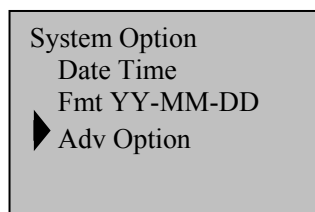
Access Date Time, the following appears:



To change the date, press ∇ and key, then input the correct date and time, press [OK]

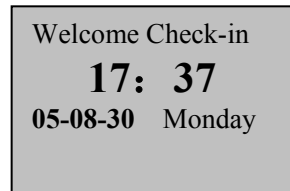
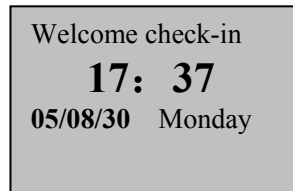
5.1.2 Changing the Date Time Format

Access **Fmt YY-MM-DD**, press ∇ and \wedge key, then input the correct date and time, press [OK]



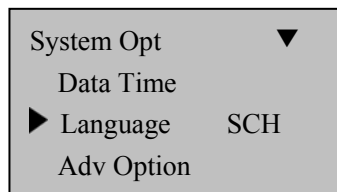
There are ten formats : **YY-MM-DD** , **YY/MM/DD** , **YY.MM.DD** , **MM-DD-YY** , **MM/DD/YY** , **MM.DD.YY** , **DD-MM-YY** , **DD/MM/YY** , **DD.MM.YY** , **YYYYMMDD** . For change the Date Time display format in the initial interface.

E.g.: **YY/MM/DD** format (left) become to the **YY-MM-DD** format (right)

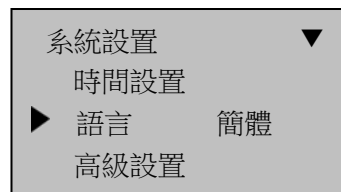


5.1 3 changing the language

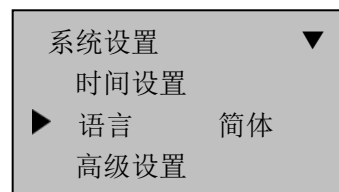
Select the language you want and press OK, the default language is English; the screen will show in English.



Press the up down key to change the type of language, the device fully supports multiple languages, on the screen there may be display as English besides the language you favor and order. Choose the language you want, and press OK then press ESC to exit system option, the system may prompt you to save the setup, press to confirm and change the system language setup



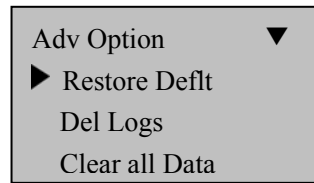
Tradition Chinese



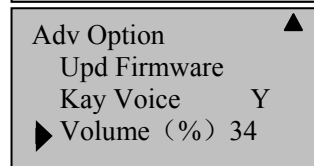
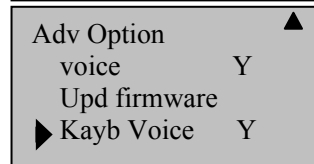
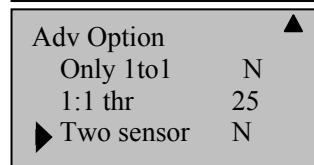
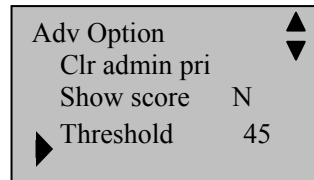
Simple Chinese

5.1.4 Advanced Options

Access Advanced Option, press [OK], the following appears:



Press \wedge and \vee to scroll up or down the screen to select the option.



Restore Default: restore all setup information to default of leave factory.

Clear all Data: delete all enrolling user information and logs.

Delete Logs: delete all logs of flash disk.

Clear Admin' Privilege: change the Administer privilege into ordinary users' option.

Show Score: whether show the quality value of fingerprint in the screen or not;

Threshold: For helping in selecting threshold level settings, see Table

Only 1 to 1: whether the staff' ID number must be input.

1:1 Threshold: when use ID+ fingerprint to verify set the Threshold level.

Two Sensors: if need to connect a external Sensor, choose the option as "Yes"

Sound: whether use to phonic hint or not. If set the option as (Yes), the machine will send a hint sound for every operation example, after the verification is successful, the machine will say (**Thank you**), if set the option as (No) the machine will not send sound Hint, only utter one (**do**) sound after the verification is positive, when the verification is negative, the machine utter two (**do**).

Firmware Upgrade: if want to upgrade the firmware of machine, may use the USB flash disk or connect the machine to the PC, carry out the operation process.

Keyboard Voice: whether start up the keyboard Voice, if set the option as (Yes), then as press the keyboard the machine will utter, if set the option as (NO), when press the keyboard the machine doesn't utter.

Adjust Voice: adjust the voice volume of hint sound and keyboard sound.

Caution: The user does not random upgrade the firmware, you must contact be allowed by the dealer before to upgrade the firmware, voluntarily upgrade occur the question which possibly affect your normal use.

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5.2 Power Manager

Access Power Manage, the following appears:

Power Mng ▼		Power Mng ▲	
▶ Shutdown	No	Sleep	No
Power On	No	Idle	Off
Sleep	No	▶ Idle Min	0

This product uses smart manage system, supports the time switch and idle features, it can satisfy the user's different demands.

Shutdown: auto shut-off in the timed.

Power on: auto open-up in the timed.

Sleep: automatic resting in the timed, press any key to enter working state.

Idle and Idle Minute: they are related each other, while the idle minute is zero, the idle is closed; while the idle minute is not zero (unit was minute), for example, it is one minute, the user does not do anything in one minute, and the system will enter the idle state.

Lock Power Button: Set this option as (NO), the press the power key to shutdown the machine, if set this option as (Yes), the "Shutdown machine" Prompt will appear on the power manage menu, in this time the machine is no able to be shutdown, only enter the menu to choose "Shutdown machine" to realize machine off.

Select Shutdown, press [OK], the following appears:

Shutdown	
Setup On time Fun?	
ESC	OK

Press [OK], and then enter Shutdown,

5.3 Communication Option

Access Comm. Opt, the following message appears:

Comm Opt	
▼	
▶ Dev Num	
1	Baud Rate

Comm Opt	▲
Ethernet	Yes
RS232	Yes
▶ RS485	Yes

The machine fully supports **RS232**, **RS485**, **TCP/IP**, whether the machine are used to a Single Unit or Link to Networking, it will satisfy the user's demands.

Device Number: Identity ID, the range is **1 to 255**.

Baud Rate: there are five options, 9600, 19200 38400, 57600 115200; this means the speed of communication.

Net speed: the Net default Speed is Auto, its option is 10M-F, 10M-H, 100M-F, 100M-H.

IP address: it defaults to IP address is 192.168.1.201.

Ethernet: whether use TCP/IP protocol or not.

Net Mask: the Net Mask default is 255.255.255.0, as you need to change it.

Gateway: it default to Gateway is 192.168.1.1. As you need to change it.

RS232: whether use RS232 or not.

RS485: whether use RS485 or not.

Link code: it defaults to code is 0, but it can be set up

Notice: It is needs to install equipment to prevent lightning strike when use RS485 communication, its linking cable distribute in the outdoor.

5.4 Log Options

Access Log Opt, the following message appears:

Log Opt	
▶ Alm SuperLog	99
Alm AttLog	99
ReCheck Min	0

Alarm Supervise Log: When the remainder the Manage log capacity reached set numerical value, it will automatically sound a warning that logs were full.

Alarm Attendance Log: when the remainder log capacity reached set numerical value, it will automatically sound a warning that logs were full.

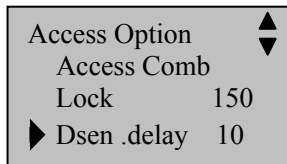
Recheck Minute: Set it within the scope (Unit: minute). Someone's enrollment has enrolled, then, the log twice was not displayed in the system.

5.5 Access Control Option

Enter the Access Option, press [OK], the following appears:

Access Option	▼
▶ DefineTZ/TP	
User Acc Opts	
GRP TZ/TP Define	

Press \vee and \wedge to scroll up or down the screen to select the option.:



There are eight option in the access control option

Define TZ: is the definition of everyday Time period that can unlock door in one week.

User Access Option: is the definition User Group, User's Time period and unlock comb.

Group Time period: is used to set group unlocking time.

Access Comb (Unlocking combination): defines different unlocking combinations, each combination is composed of different groups.

Lock (Time duration of lock drive): fingerprint scanner controls the time to open electronic lock

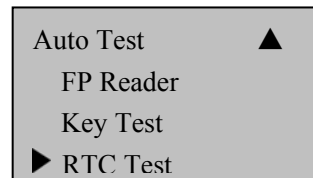
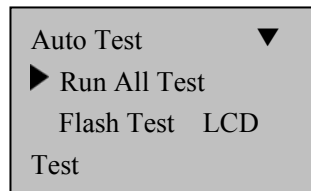
Note This function own by A4 For more detail, see

The Access Control User Guide

Lock Drive (only for A3) ,choose the function, the system will be defaulted that it will not send controlling lock signal until user verification is positive. If the function wants to be used, change **NO** to **Yes**, and press **OK** to confirm, and then press **ESC** to exit from the System Option, press **OK** to save

5.6 Auto Test

Access auto test, the following message appears:



In the option, you can run system device test. When the device broken down, it can analyze the cause of the device's fault and the devices were quickly and easily maintained. It tests the Memory, LCD, and Sound, Fingerprint sensor, keypad and clock. In the course of test, you should guarantee the stability of the power. Otherwise, the system's hardware was probably damaged; especially it runs the memory test.

Chapter6

System Information

Access [Menu] to Sys Info, press [OK], the following appears:

Sys Info	▼
▶ User Cnt	206
FP Cnt	173
Att Log	8046

Sys Info	◆
Admin Cnt	0
Pwd User	37
▶ Res. Space Inf	

Sys Info	▲
Pwd User	37
Res. Space Inf	
▶ Dev Info	

It displays user numbers, password numbers, fingerprint numbers, manager and log numbers in the screen. You can see some information such as the remainder log capacity in the memory, the device capacity, the defaults date, machine number and OEM's information are in the system.

Chapter7

Maintained

Notice: Do not attempt to service the device yourself unless you are a trained service technician. Always follow instruction closely

1. Cleaning

From time to time, the surface of optical sensor, the keypad and display window will be required to clean. Since its working environments differ, it is not possible to define when cleaning should be performed. Following is guide:

Item	Cleaning Frequency
Keypad and display window	Cleaning when visibly dirty and hard to read. See cleaning the keypad and display below.
Optical sensor	Do not over clean. The sensor is designed to work under greasy or dirty conditions.
	However, do clean if the sensor is affected or people are reporting deteriorating performance. See cleaning the Optical Sensor below.

2. Cleaning the Keypad and Display

To clean the keypad and display, use the same cleaning products as for the soft cloth, and wipe dry.

3. Cleaning the Optical Sensor

Clean the optical sensor as follows:

(1) If dusty or gritty, first blow on surface of the sensor to clean off any loose particles.

(2) Use the adhesive tape to clean surface of optical sensor.

(3) Using a non-abrasive and soft, dry cloth. Be careful not to scratch the surface of the sensor. If there are lint particles here in the sensor surface, blow them off when the sensor is dry.

Caution: Do not use any other cleaner otherwise the sensor may be damaged

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Chapter8

Install and uninstall program

It better turn off other application program before installing, in order to avoid conflict in installing process.

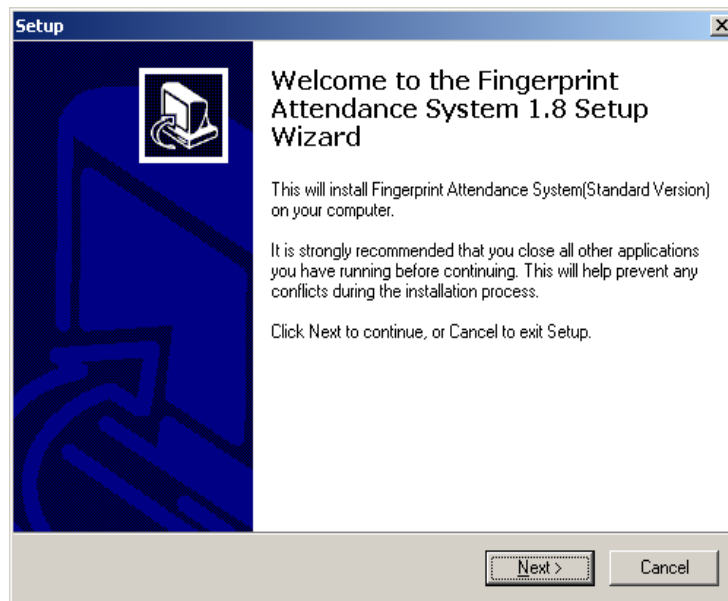
Attention: some software edition number maybe doesn't tally with CD real contents, please allow CD installing program for standard.

Insert the CD into your CD-ROM, the CD automatically display the installing menu:

Popup follow figure



Select a language you want install, click Next to enter follow interface

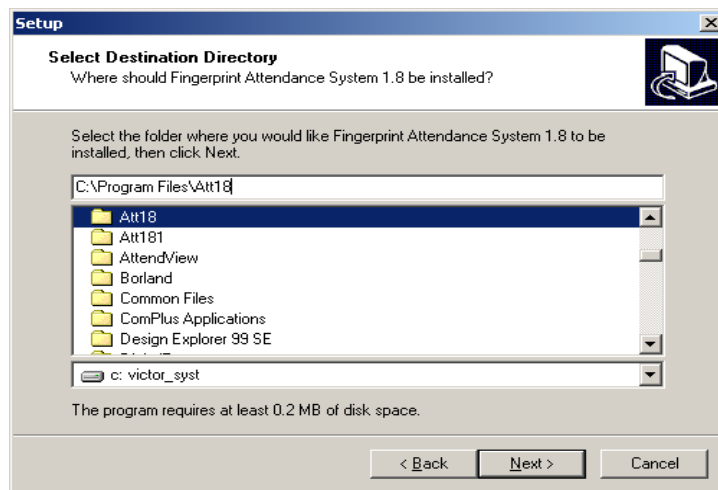


click on the next, the window appear:

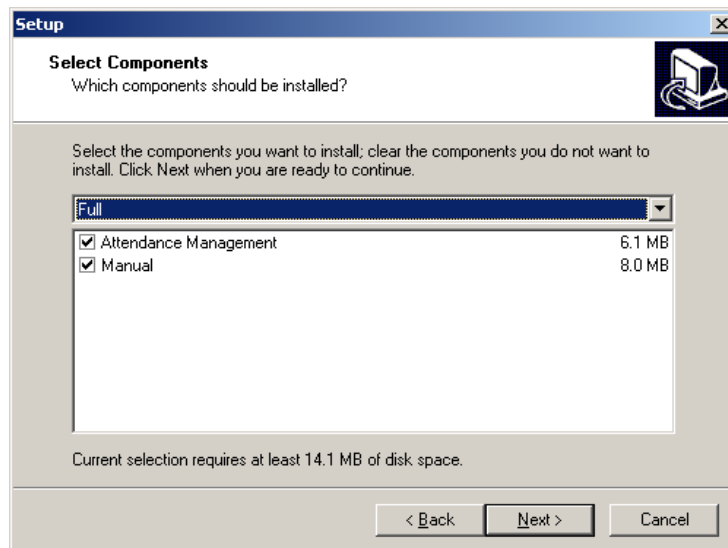


this page is a agreement of using program , please read carefully. if you agree with this agreement contents, click on the “yes”. Enter the

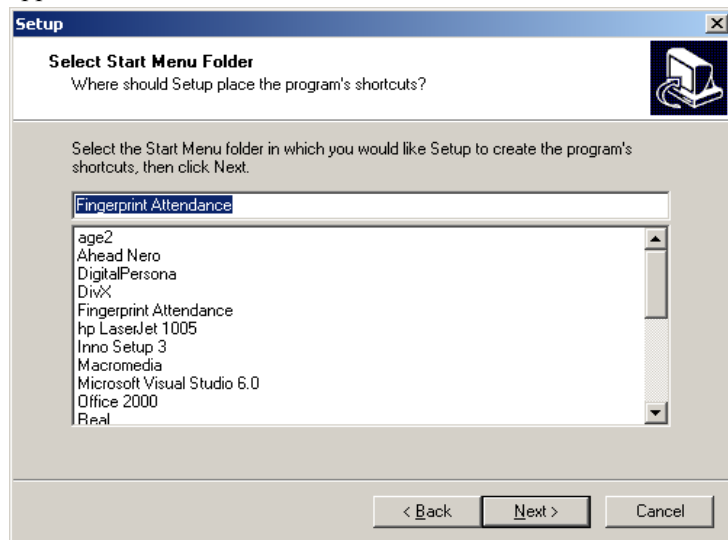
next installing process; if you don't agree with the agreement , please click on the 'ON' Exit the installing process; if you need come back the last operating, please click "**back**". The next installing windows is following:



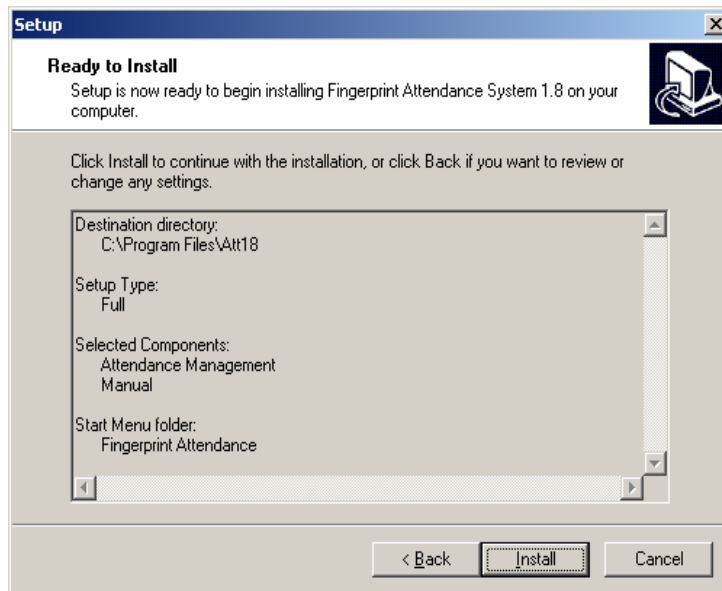
the install interface use in installing catalog of definition attendance management, you can choice default directory, can also choice or create another directory. Confirm , the next display interface appear following:



After selected, click on the “**next**”, the following interface appear:



In the page, local folder “**start/program**” to create the program name. Click next, the display is following:



Enter the window, it is show that you already finish all setup of installing program, if you want to modify the setup, click “**back**”; otherwise click on the “**install**” button, the installing program will copy file to hard disk and write relate information, after finish installing process, click finish, the installing process is over. It is necessary that to register software in the first time beginning running, the specification process to see **1、 necessary to known**。

Chapter 9

Time & Attendance program

The activities of fingerprint T &A system is about carrying on routine working—collecting, analyzing, and storing all information about employee; check-in, check-out. Depend on this information the system may create a various report. The employee's information, attendance record and rules ability to be modified though the T & A program. If you use the management at the first time, it present a set of the task you should complete to achieve your goals successfully.

System setup

Open the menu of **Attendance maintenance/Setup** in the management system, set the database firstly, then go to define the type of leave, the table of holiday, and attendance rule, set the department list and complete employee maintenance, appoint the administrator, at last put up work shift and time period, system management, staff attendance schedule.

Download Data

Enter the communication program through the external program of management system, click **down all data** on the communication of attendance machine interface , then all data of the attendance machine will be download to the attendance database of the computer, you may modify the employee's data in accordance with employee's ID you read in, please do not modify the employee's ID and other personal data which are input singly under the employee maintenance interface in the management software, because in this way the operation may cause the name of employee and record do not match.

Deal with the attendance result

After setup, it is need to pretreat the attendance record, and modify the unusual record before make statistic to produce report.

Register and set system administrator

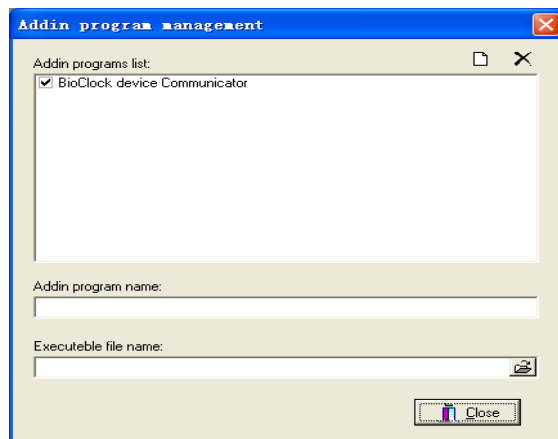
If there is not system administrator in the system, everyone is able to enter the attendance management program and enroll fingerprint as a temporary super user


The system administrator should be register as staff, so please via the staff maintenance in the main window register administrator as a new employee, set the staff's assigned password, save it and exit.

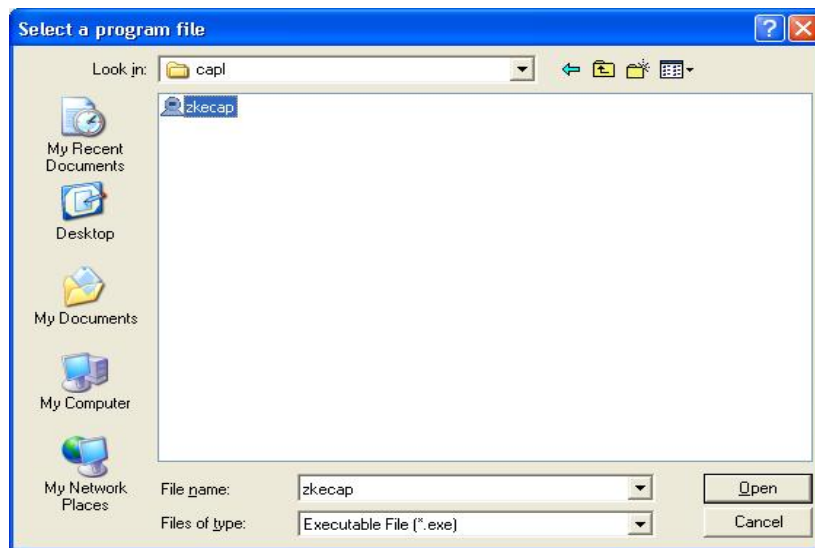
9.1 External program

9.1.1 Manage the External program

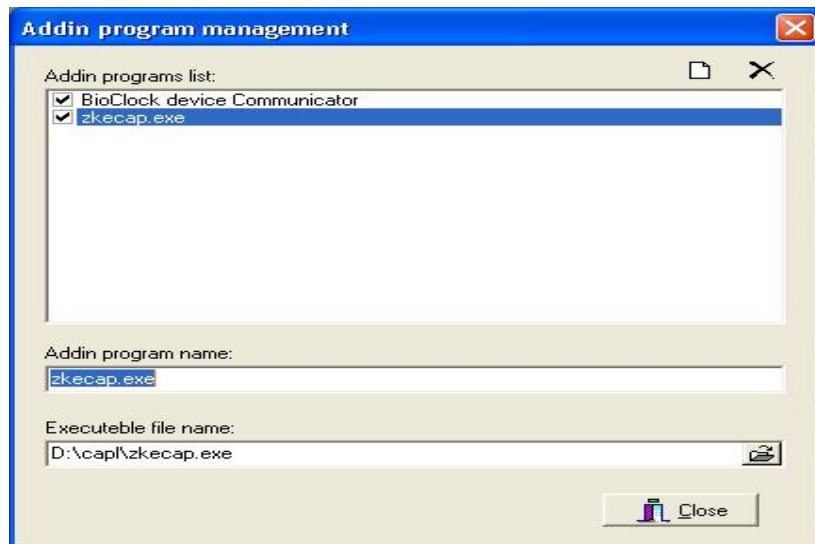
The external program that mainly apply to connected executable program, for example the application is a to capture fingerprint image software, such as follow figure, the application that name is zkecap has been add: Click the menu of **external program/ external program management**:




Click  button on the right-up side. Popup a dialog box, select the external program you want to add.

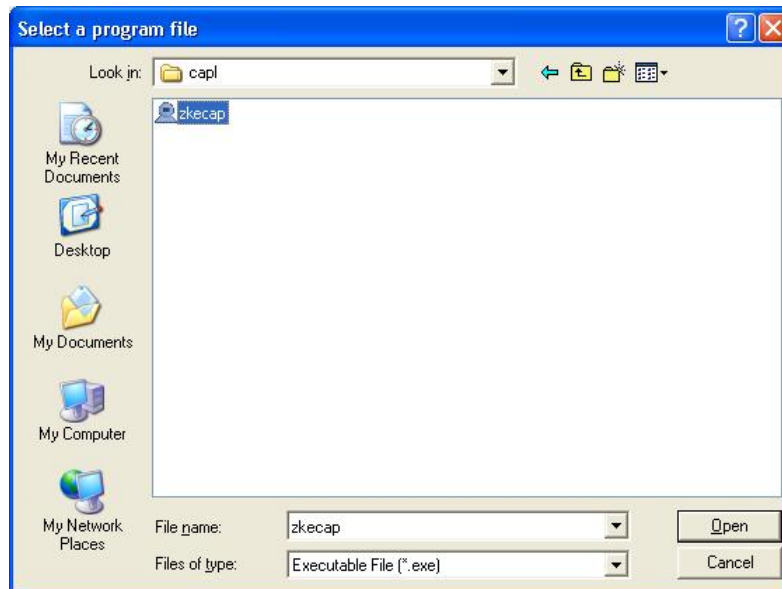


Click **Open**. Follow figure display appear :



The external program the want to be added has been add to the attendance software, the external program will be showed in the external program list, the location of the external program name has fulfilled with its name, like as up figure

Besides it is able to click  button through the select box of executables program main interface:



Click **Open**, Also can add the program that want to add into, after Click **Cancel** button in the main interface, the connected application will appear in the external menu :



9.1.2 Standalone attendance machine communication program

This menu is an exchange data window of between attendance software and fingerprint machines. It provide full function to download the user information and fingerprint to the software from the fingerprint machine, and also can upload the backup user's information and fingerprint to the fingerprint machine,. In the follow document, you will learn how to use this function.

Open the **attendance management program – external program - standalone attendance machine communication program**, after connect with the fingerprint machine, the “**Attendance Machine Management**” main interface will appear. There are four tabs along the up side of your screen. Each of these tabs enables you to use and view a specific feature.

Download attendance data: Download or delete the attendance record in the fingerprint;

Staff information management: Upload, download, the modify or delete the staff information or the fingerprint;

Machine information: View and modify the relation setting fingerprint machine

Other setup: Export the attendance record is the text documents.

1. Download attendance data

Enter the “**Download Attendance Data**” interface, click the “**Download**” button ,the system will automatically download all attendance record from the fingerprint machine, and at the same time show the total records downloaded by the current operation, save records and find new user.

The new attendance record will be saved in the staff attendance record data sheet by the system. If a new registered staff's fingerprint is found at downloading time, the system will automatically download the staff's registered data. After have completed to download data, the system is able to automatically clean the stored data in the attendance machine. If you want to clean the data in the machine, you have to execute the **"Delete Attendance Record"** order, or directly delete all record in the attendance machine

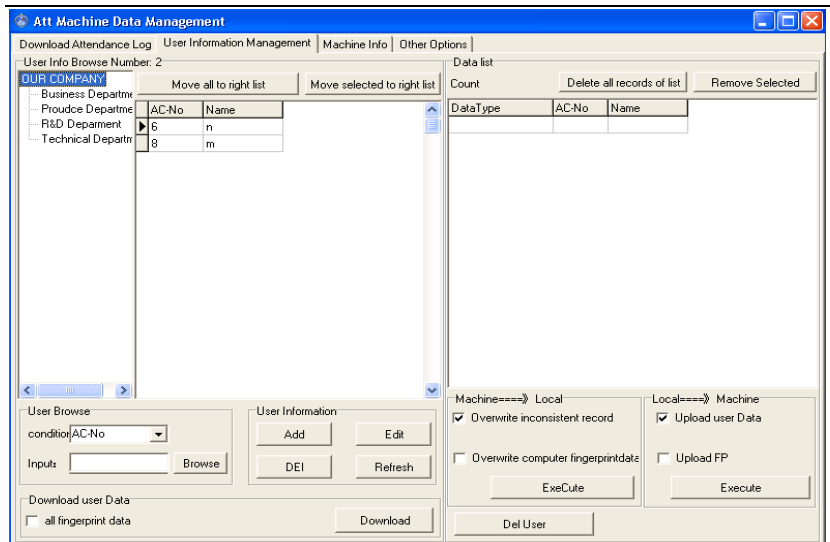
2. The staff information management

Single-click the page label of **"Staff Information Management"**, and enter this page. This page mainly uses to download and upload the fingerprint and also transmit the staff's information between the attendance machine and the computer, Select and locate a user who needs to exchange data through **"Staff Information List"**; the user is passed to

right side “**Date Exchange Area between the Computer and the Attendance Machine**” for uploading and downloading operation.

If there is a use in the database, who’s fingerprint has been passed to the machine, we can according to the department to choose the staff, and also can choose the staff through the staff information query, and upload the staff who need to be passed to “**Exchange Area between the Computer and the Attendance Machine**” list for the uploading and downloading operation.

Rely on department to select a staff: Take a company for an example. Its own four departments that are Business, R&D, Engine, Produce department, when click the directory of general company by mouse, all staff information will appear in the staff list, click a department, this department staff’s information will display in the list. Like as following figure



Staff information inquiry: in order to provide user with convenience and rapid way to find the staff in the mass staff who meet the define condition. This inquiry support two inquiries way that is by attendance number and the name, you can select a proper way through the drag-down box of “**Condition**”, then inputs the corresponding inquiry information via “**Input**” in the frame again, click the “**Inquiry**” button, the list area is allowed to show results that conform to the inquiry condition

Note: If a linked attendance machine supports the ID card, an inquiry will support three ways that is by the attendance number, the name and the card number

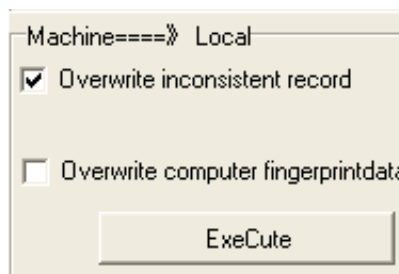
If want to upload and download the data from the attendance machine, then first need to download data of the attendance machine through “**Downloading Staff Data**” area. The downloading data will be able automatically to compare with one in the database, if the existence data between the attendance machine and the computer is not in line with number, in the “**Exchange Area between the Computer and the Attendance Machine**” list the “**Data Condition**” row will be able to

mark the different condition to wait for uploading and the downloading operation.

Note: If there is a new user, the system will automatically prompt whether add the newly registered user to the system; If chooses “**OK**” to add the new user to software; If chooses “**Cancel**”, give up to add the new user to software, but it only can see that system waited for uploading and downloading operation on the “**Exchange area between the Computer and the Attendance Machine**”

If a user information need to exchange has been confirmed on the “**Exchange Area between the Compute and the Attendance Machine**” list, well then select the option under the “**Attendance Machine====> Local**”, and click the “**Execution**” button to synch the data of software to each information of the fingerprint machine.

“**Attendance Machine== > Local**” : Synch the content of attendance machine to the one of software according to each item of the list

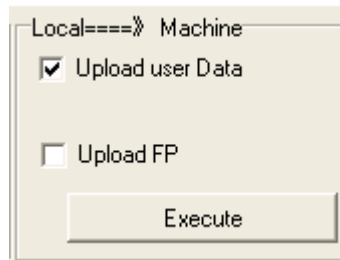


Cover up the record don't same as one of the attendance machine:
Under this condition the attendance machine has enrolled new staff or modified registered user, it is able to download data to cover up the data of compute.

Add newly registered user to compute: This option appear until the “**Download all record at same time**” item has been selected and the new data are found in the attendance machine.

Cover up finger data of compute: If the staff's information or fingerprint template has been modified, you can select this option to override the fingerprint data of the compute.

“Local ==》 Attendance Machine”: Synch the content of software to the information of user on the list in the attendance machine.



Upload user data: upload the staff information which is in the attendance software maintenance item to attendance machine, the staff information which has been uploaded only has staff's attendance number and the name.

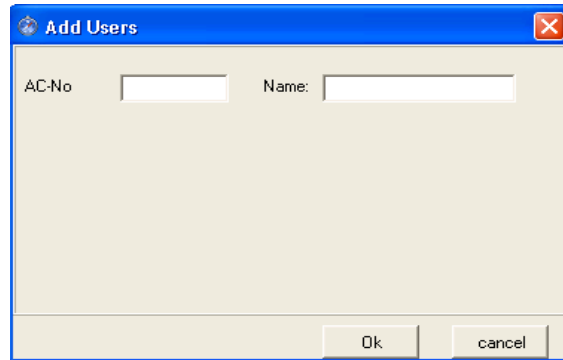
Cover up no identical records with the computer: Use user data of computer to cover up the corresponding user data in attendance machine. This option appears only until downloads user information of the attendance machine to software, and discovered user's information in the machine is inconsistent with user's information of software.

Upload fingerprint data: upload the user's fingerprint template which is on the list area from the databases to the attendance machine. If want to deleted user on the attendance machine, first choose the user who want to be cancel on the “**Exchange Area between Compute and Attendance Machine**”, then click “**Delete Attendance Machine User**” button

This screen contains the four elements that use to maintain basis information of user Add, Delete, Modify and Refresh function.

Add: Add a new user to the software, the function only has the ability to add staff name and the work code(if link a machine support ID

card, well then might add Card No.) must enter staff's maintain to set other basis data, click “**Add**” button, the following interface appear.



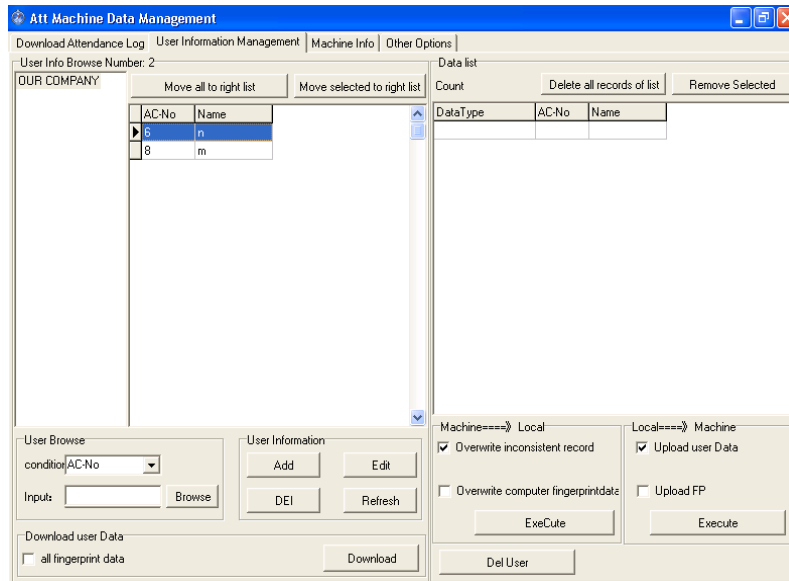
Note: Please input name and word code correctly, if the input format is no line with attendance machine, it possibly causes the data to be chaotic, according to the setting validity range of the attendance machine. Clicks “**Confirmed**” may successfully add user, if wants to cancel this operation, clicks the “**Cancel**” button, then return to the up interface.

After successfully add the user, the following window appear that prompt whether continue to add the new user, if needs to continue to add the new user, click “**OK**” to enter the adding staff information interface, If does not need to continue to add the new user, clicks “**Cancel**” then to return

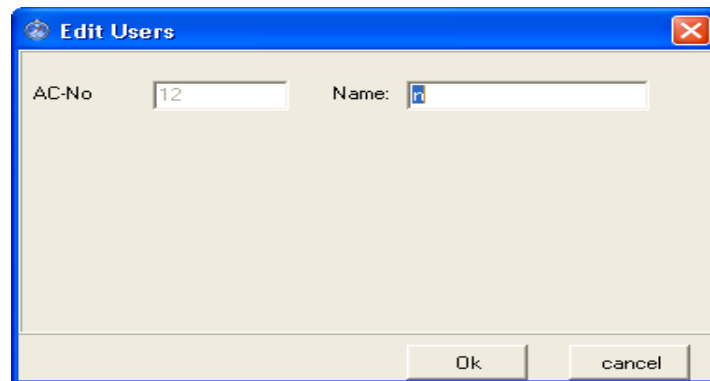


The success to add the staff information not only appear in the staff information browsing area, simultaneously also can automatically add it to the “**Exchange Area between Computer and the Attendance**”

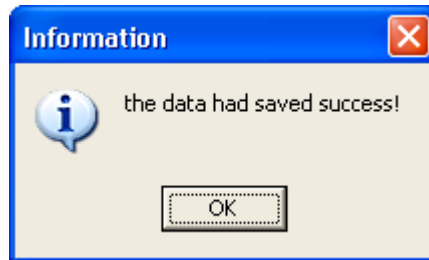
Machine” list, wait for uploading it to the attendance machine. Like as following



Edition: Edit user's information in the software. This function only support to modify the user name. (For example connect with machine support the ID card, and also may revise card number.) Click “**Edition**”, the following interface appear



Note: Please input name and word code correctly; if the input format is no line with attendance machine, it possibly causes the data to be chaotic, according to the validity range setting of the attendance machine. Clicks “**Confirm**”, then successfully modified prompt will appear, if wants to cancel this operation, clicks the “**Cancel**” button, then return to the up interface.



The operation is same with the added user information, after the revision is complete; the user information also is automatically added to the “**Exchange Area between Computer and the Attendance Machine**” list. Wait for uploading to the attendance machine.

Delete: Select the user who want to be deleted in the list choose “**Delete**” button, then user’s information and fingerprint can be deleted in the databases., if you want select a lot of record, hold down the Ctrl key and single-click the mouse simultaneously.

Refresh : After run “**Query the Staff Information**”, user information which meets the inquiry condition only exists in the list area, click the “**Refresh**” button, the list area will return to displaying all user information interfaces.

3. Machine information

It is able to view the information of attendance machine, eliminate the manager, initial as well as change some setting of attendance machine through this page. All information appears blank. When click page label

Before Start

Product

Concepts

Get Start

Option

System info

Maintained

Install

T&A Program

Help

Trouble

of “**Machine Information**”, clicks “**Refresh the Machine Information**” button, read-out all information of machine .like as following figure.

The machine information screen shows all basic setup of machine, like the IP address, the baud rate and so on (An introduction of the machine setup, please refer to “**User Manual**”). , these setup is allowed to do the revision operation after click the “**Edition**” button , then clicks “**Save**”, then these setup will be save in the attendance machine.

Other machine information will show machine identity ID and so on, pay the attention: there is no way for this information is modified. Because the information of parity and stop bit on the machine is hided, the user certainly cannot look up this information

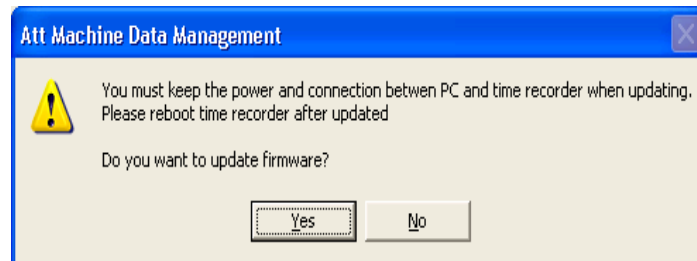
The information statistics will show that how many manager, how many password, how many user, how many fingerprint, as well as how many attendance number have been registered in the attendance machine.

When the operation of initialization attendance is successfully, the system will clean all data of attendance machine, including the fingerprint

and the record, if you choose “**Clean Attendance Record**” only to clean attendance record in the attendance machine

When the operator had forgotten the manager's name and the password of the attendance machine, which is unable to enter the attendance machine setting menu, use the order of the elimination manager to delete the manager, then reregister a new manager to attendance machine again.

After select the “**Synch Time of the Attendance Machine**” item, it make the time of attendance machine to keep as same with the computer. If needs to upgrade the firmware, single-click the “**Upgrade Firmware**” button, the prompt appear as follows.



Single-clicks “**Yes**” to start upgrade firmware, single-clicks “**No**”, give up to upgrade ,after single-clicks “**Yes**” , the following prompt appears (see figure), it indicated your attendance machine firmware already was the newest one, doesn’t need to upgrade.

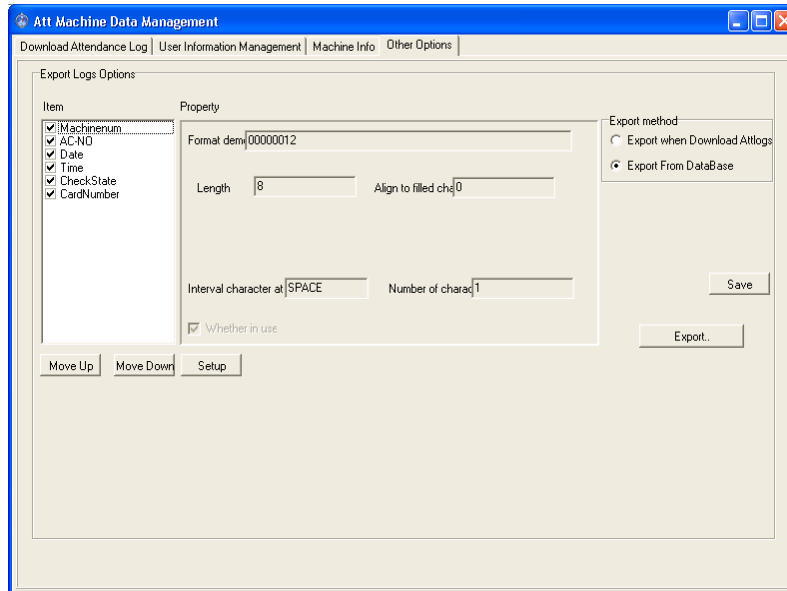


Caution: The user does not voluntarily upgrade the firmware, you must contact be allowed by the dealer before to upgrade the firmware,

voluntarily upgrade occur the question which possibly affect your normal use

4. Other setting

Other setting mainly provides the second developer with service of transferring the data of software, when needs to export the data, in here may choose the data item that needs to export and set its attribute. As well as the configuration when export and import the registered data and the attendance recording of the card.



the 6 fields, the machine identity ID, the attendance number, the date, the time, the attendance symbol, the card number are exported through this interface, Use “**Upward**” and “**Downward**” button to choose the order of these fields . If an item needs to be exported, make a tick in front of the field, if an item does not need to be export, take off the tick in front of the field.

Choose the field of an item, Click “**Setup**”, according to the need, carry out the field attributes setup, click “**Confirm**” to save it

Here provides two kinds of way to export data, one is attendance data downloading and exporting at same time, two is export data from the local database. If choose the first way, each time downloads the attendance recording and export the data at the same time; If the second way chooses, then the need manual click “**Export**” the button to export the recording could already download to software . The exporting file will be directly exported to under the installation directory of attendance software, filename Attlog.txt.

9.1.3 Short message management (Optional)

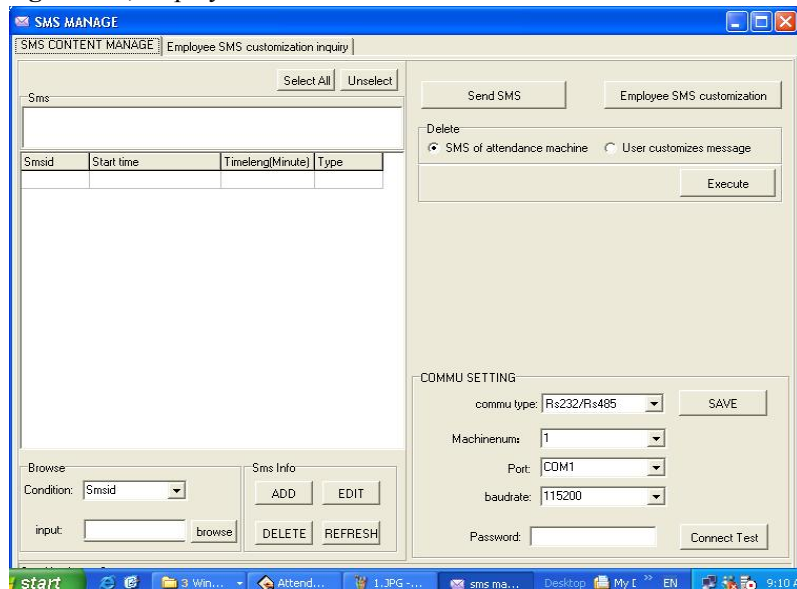
Our some product provide a function which can send a message to appointed person through public to person way, as long as the attendance dive start the for public short message will be sew on device screen, and it will show for ever, for a person short message will not display until the user’s fingerprint verification is positive, there are total 1024 item of person short message, before using the function, it is need to setup short message, customize the short message according to staff. Then load the short message into the device. The device fully support two way to load the message in. one is to directly load by connected attendance device, anther way is to utilize the U flash disk to load in, follow we take an example to illustrate how to load in :

enter the attendance software “**external program**”— “ **SMS manage**”, the short message management interface will appear , there are tow option item:

short message management: achieve the short message setup ;
inquire the staff’s short message : Examine the situation about defined user’s information, which also can be delete.

1. Short message management

Enter the attendance software “**external program**”— “ **SMS management**”, display interface as follow:



●communication setting

we offer two connection ways --- serial port/ Ethernet, determining mode of communication depend on the connection way of your device and PC, according to the machine setup, complete to fill the number of device and communication password, click “**Test Connection**”, if the connection is successful, this item will translate “**Disconnection**”, if the connection is failure, the system will prompt “**Fail to connect**”

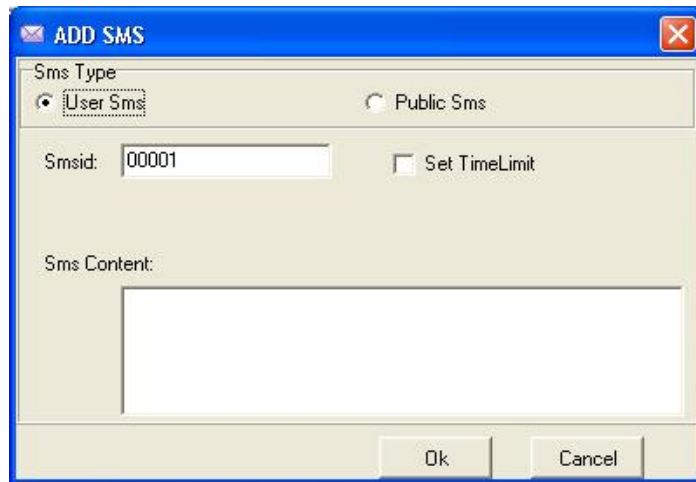
●Inquire short message

This system support four inquiring way ---rely on serial number, contents, public and person short message, you may select a needful way via the “**Condition**” drag-down box, Click “**Inquire**” button, the qualification result will appear on the list area

●maintenance short message

This page also supports to maintain basics information of the short message. The four functions that include adding, deleting, modifying, refresh

Add: Click **add** key, the following interface appear:



Public short message: for public short , as soon as the attendance machine start the short message will be saw, it will appear for ever;

Personal short message: for personal short message, it will not show until the user verification is positive;

Period of validity setting: After choose the item, a line will increase on the interface, define the starting time and term of period of validity is available

Cancel: Click cancel key, the system will prompt “**Are you sure you want to cancel the selected short message ?**” after confirming, the system will appear prompt again “**whether delete the short message in the attendance machine together or not**” Click **OK** the short message will be deleted absolutely.;

Modify: after select a topic message in the list, click **modify**, ability to modify the serial number, period of validity setting, and short message contents ;

Refresh: after to perform “**inquire SMS**” , there are only short message which accord with the inquiring condition on the list area.

- Send short message

Form the short message list in left side; choose a topic message you want to send, Click “**Send SMS**”.

- Customize staff's short message

Click “**Employee SMS customize**” , appear following interface:

Staff's information : This list shows the staff information who customize short message. ;

Short message: This list display the shot message which is customized by staff;

Operation selection : if the software link with the machine, can click “**send immediately**”, if the software has not been linked with the attendance machine, “**Not send temporarily**”, and return the main interface of the short message management, then choose the topic of the short message which has not been send, click “**send SMS**” to achieve

exporting user's information or use a U flash disk to save the short message which want to export, more detail see "**Export data**"

6. ●Cancel

Select **all short message in the attendance machine**, click "**execute**", may cancel all short message in the attendance machine, select a topic message from the short message list in the left side, click "**execute**" to delete all short message in the T&A device, If a short message is selected in the left-side, Click execute, the selected message will be canceled.

Select **all staff customized short message**, click execute to cancel all user short message in the T&A device

2) Inquire all staff's short message by defined condition

Select option item of **staff's short message by defined condition**, following windows appear

Inquire: This system support four inquiring way ---rely on serial number of the short message, the department, Attendance No. Name, you may select a needful way via the "**Condition**" drag-down box, Click "**Inquire**" button, the qualification result will appear on the left side area

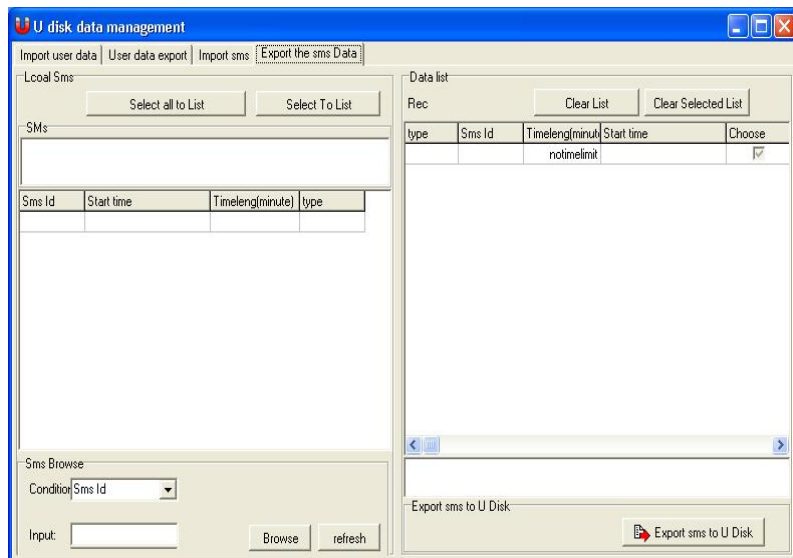
list, click “**Refresh**” the all user’s customized short message will appear on left-side list area.

Cancel staff’s short message by defined condition: Select a staff who want to be delete in the customized short message left side list, click execute to cancel “**the short message by define condition**” completely to delete the customization.

3) U flash disk application

Export short message

Enter the attendance software, select “**internal program**”—“**U flash disk management**”—“**Export SMS data**”, the following interface appear



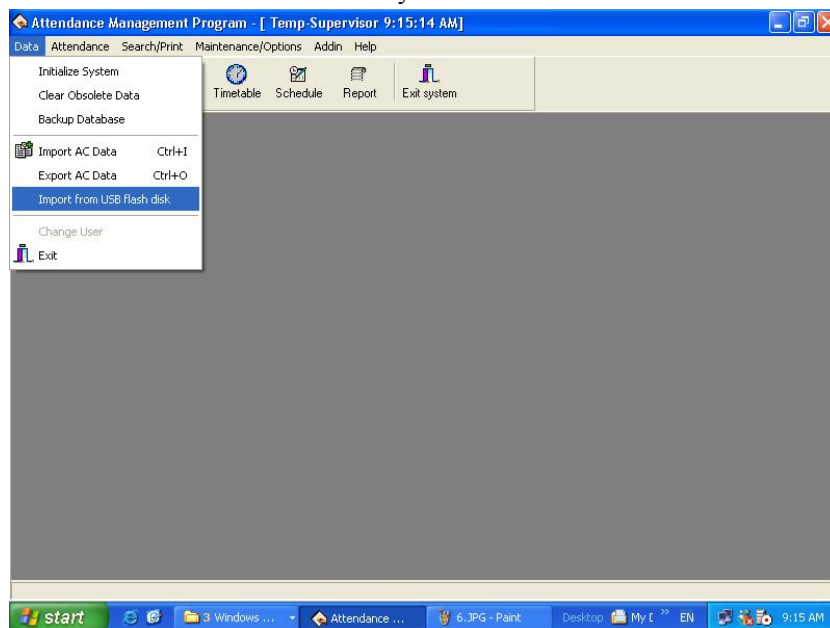
after Select a short message that want to be exported, click “**selected to list**”, then click “**export short message to U flash disk**”, after this operation is successful, plug the U flash disk into the T&A device, press “**Menu**” on the device , select “**U flash disk management**”---“**Upload short message**”,press **OK** ,the operation finish

Import short message

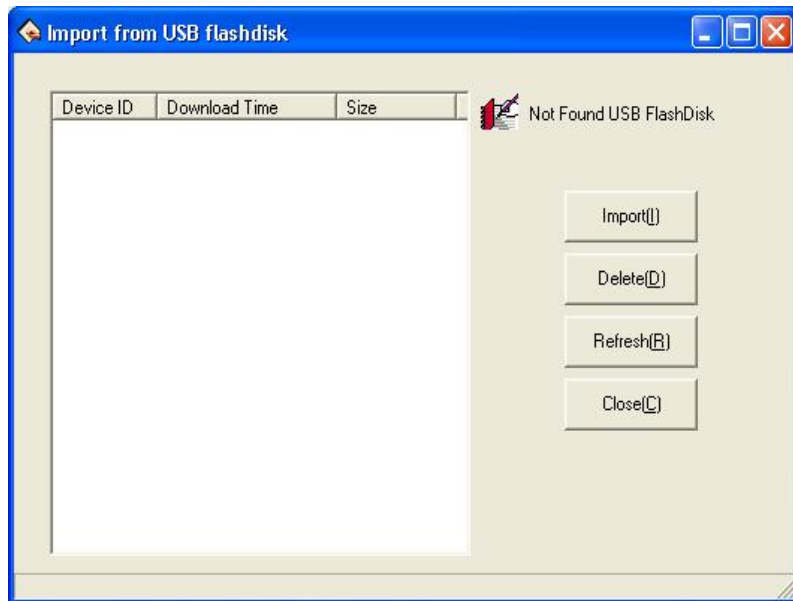
plug the U flash disk into the T&A device, Select “**Menu**” ---“**U flash disk management**”--- “**download short management**”, press **OK**, the prompt that copy operation is successful will appear on the screen; pull out the U flash disk, then plug it into the USB Slot of PC, enter software “**external program**”---“**U flash disk management**”, Choose option card of “Import short message”, click “Import short message from U flash disk”, the display interface as follow

9.1.4 U Flash disk management (Optional)**Import file from U flash disk**

Select Data-> Import data from U flash disk , to import the attendance record from U flash disk to T&A system is available



enter “**Import from U flash disk**”, the following interface appear:



Select “ **Import**”, the attendance record that is selected on the left side will be Import to T&A system.

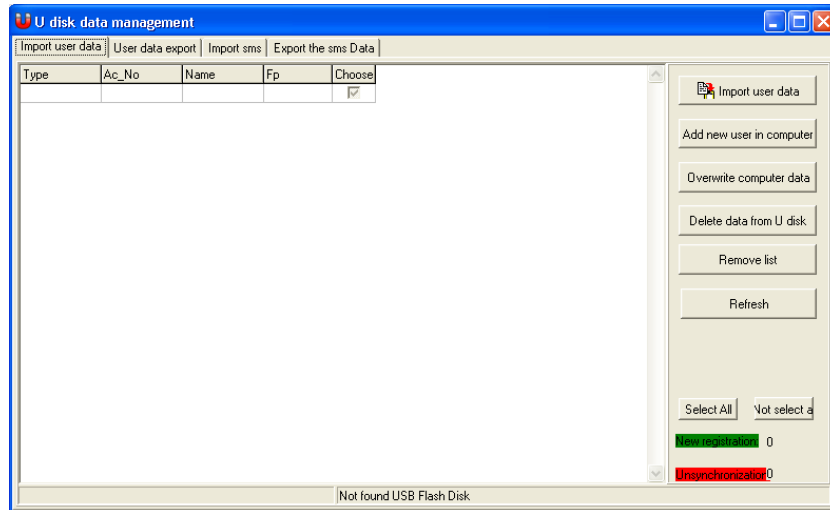
Select “**Export**”, the attendance record that is selected on the left side will be detected

Select “**Refresh**”, the attendance record will be refresh at one time

Select “**Close**”, this windows will be closed.

U flash disk data management

Select Addin program-> U flash disk management, enter U flash disk management interface , the display as follow:



There are four function on this window—import user, export user’s data, import the short message, export the short message.

In the “**Import user**” interface, to import user’s information from U flash disk to the system is available.

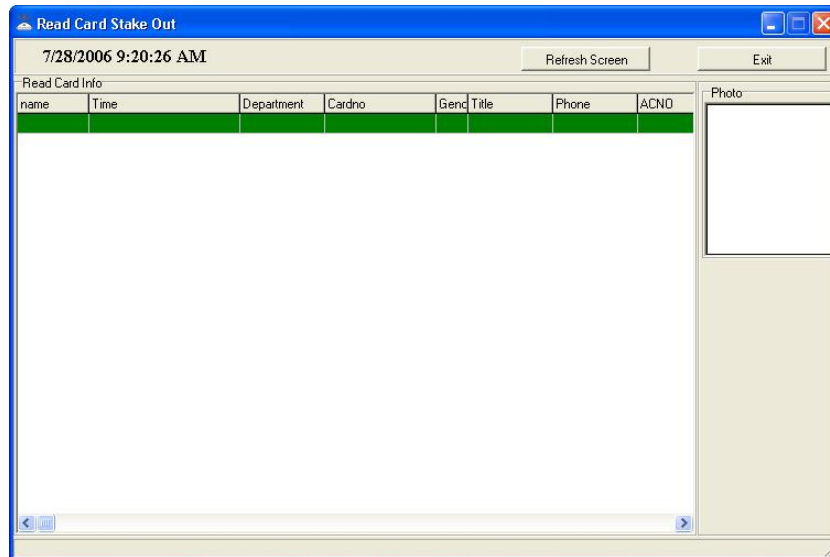
In the “**Export User**” interface, ability to export user’s information from the system to the U flash disk. Then upload it to T&A machine through U flash disk.

In the “**Import interface**” may import the short message from the U flash disk to the system.

In the “**export short message**” interface, may export short message that has been set in the system, then upload it to T&A machine via the U flash disk.

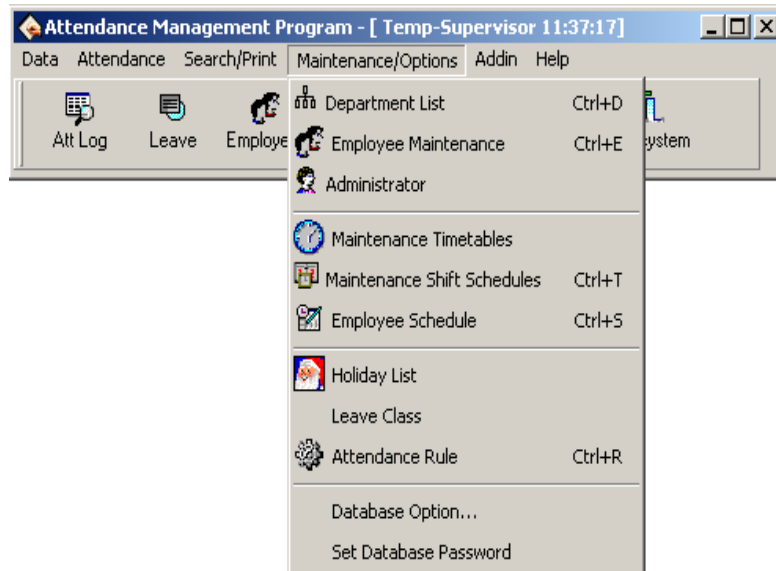
9.1.5 Monitor slipping Card (Optional)

Monitor Card function is a specialty function proper to the fingerprint T&A machine that supports the RF Card, that realizes user monitor



9.2.1 Maintain Option

Click on the ‘**Maintenance/Options**’ on main menu, it will appear:

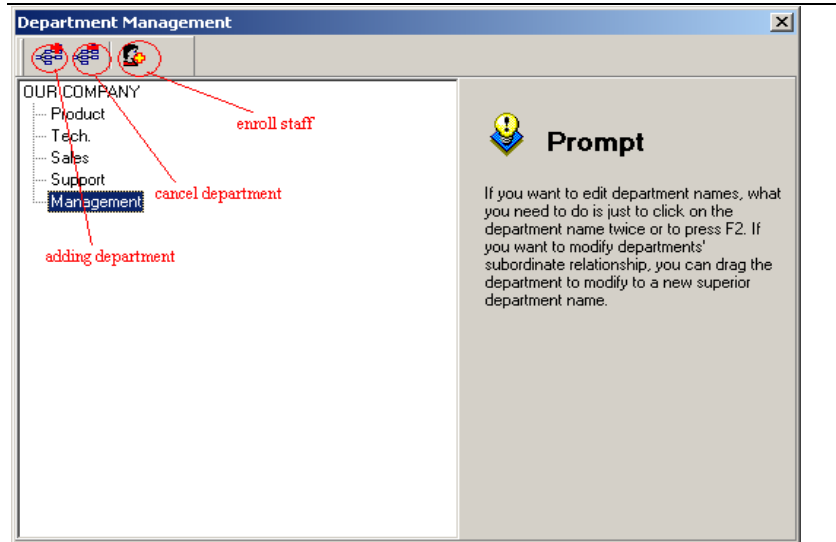


Workflow overview

First set up database password, then set up holiday, set up leave style and attendance rule, department, staff maintenance and administrator setting, at the finals, maintenance timetable, maintenance shift schedule, staff shift assignment

9.2.2 Department list

Click on the “**Department list**” sub-item on the menu “**Maintenance /Setup**”, the windows appear:



If you want to modify a department name, double left-click on the department name or press **F2**, and type new name in the box of Department.

If you want to change a company name, it is need to modify the attendance rule setup.

In adding department, you first left-click the superior department of the new department, click on the “**adding department**” button , input the name of new department in the dialog box, click (confirm)to save.

In deleting department, you only firstly left-click the department selected , click the “**cancel department**” button, select “ **confirm**” in the display caution box, OK.

If you want to modify a department's subordination relationship, first selected the department to modify ,left-click, hold, drag the name within the new superior department. Then follow the instruction to operate.

Click on the “**enroll staff**” button. the following appear:

Employee	
AC No.	Name

Add >>

Remove <<


Our Department's Employees	
AC No.	Name
7777	Victor
6	Jeff
454	James
9	Sunrise
13	Richard

Close

Staffs in the **Employees** box are those who don't belong to any department, that is, who have left their posts. This is the same as on leave No salary

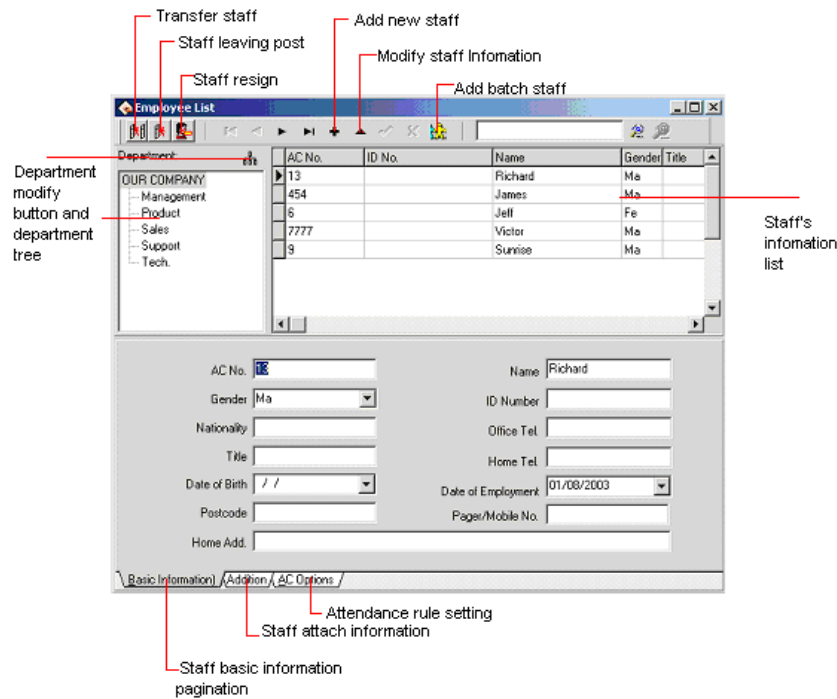
In the box of **staffs** select those employees that your department wants to employ, and click (Add) button, and then those selected employees will be added into your department.

In the box of **Our Department's Employees** select those employees that will leave your department, and click (**Remove**) button, and the select employees will leave your department (leave their posts).

After operations, click (**Close**) button or  to return to Department Management main Window.

9.2.3 Staff Maintenance

Select the "**Maintenance/Setup**", click staff maintenance item, open "staff list", within this window, maintenance staff's various information and attendance setting.




The upper half of the window of Employee List is a list of employees, and the lower half is designed to select and set staff's varied information. The lower half is paginated to three pages; click the pagination label on the bottom to enter different pages. .

Among the staff's varied information items, the two, **Name** and **Attendance No.** must be filled in, and the others are optional

Button Bar Description

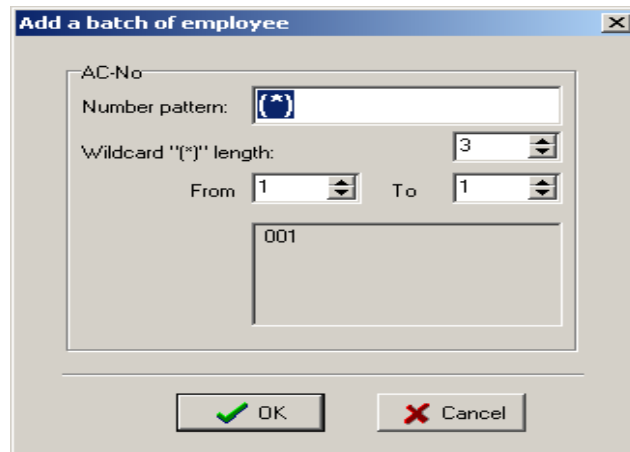
1.) Add New Staff

Click  button to add a new Staff. Select the department that this employee belongs to, input his/her name and attendance No., click(√) button to save it.(Notice : it is better that don't use this function, which is applied to modify staff's name and other information, after download staff's information from attendance device).

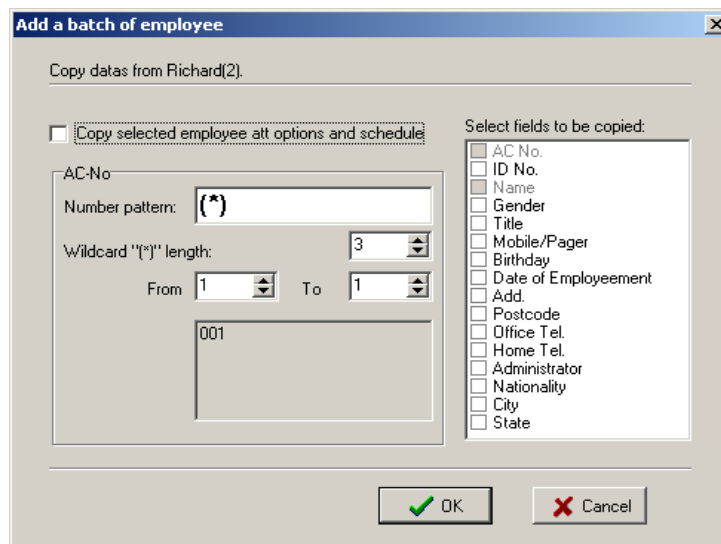
2.) Add Batch Staffs:

When some departments enroll a lot of staff, you can use this function to add staffs, lighten an operator work. E.g., a lot of staffs want to be added to the bill department, first select a department; click on the “**Add batch staffs**” button, the adding batch staffs’ window appears.

If there are not staffs in this department, the following appear.



If there are staffs in the department, the following appear:



The backup data of staffs witch select from bill department display on the left-up corner, if the new added staffs and selected staffs own the same the shift and attendance setup , left-click (Copy selected employee attendance option and schedule), if there are other same words, select relating to words from the selected words box.


Attendance No batch increase that department on adding batch staff. through the“ (*) ”asterisk wildcard, it is easy to add staff No.

The number style: That means a attendance serial number, E.g. the staff No of this department is the figure 1 on the first, so its serial number is 1***, input 1 (*) to the serial box, the window display following:

The asterisk wildcard length: That is mean, how many figure the symbol indicates? E.g. the forward section of the serial number is 1???, its asterisk wildcard range is 3, if the serial number is ?? , so its asterisk wildcard length is 2. After the asterisk wildcard width has been defined; by use the “**from**” box “**to**” box to create serial number range. E.g. create the serial number range from 106 to118, input 6 to “**from**” box, import 18 “**to**” box, the symbol wide is 2, but from 6to9 width is one figure. at this, the system will add zero automatically.

Click on the “**confirm**” button, add staffs, and click on the “**Cancel**” button, return the staff interface.

3.) Modify Staff

Employees’ attendance No. or name modified. Click  button, enter new data in the corresponding input box, and then press (**Save**) button.

4.) Transfer Employee

Click (Transfer Employee) button to transfer employees from one department to another department and this dialog box will pop



In the box of **Fold Department** select the department to add new employees in, and click (**OK**) to transfer the employee, or (**Cancel**) to cancel this action.

5.) Staff Leaving Posts

Some employees may remain in the company, but who don’t belong to any department now, which is similar to the currently quite popularized lay-off phenomenon. Leaving-post employees can be re-employed through Employ Staff in Department Management. Click (Staff Leaving Posts) button to present this dialog box:



Press Yes (Y) button to transfer the employee to a new department, or press No (N) to abandon this action.

6.) Staff resigns

If a in-service employee leaves the company, all of his/her records will be deleted completely. Be careful to use this function before an employee really leaves the company. Click Staff resign button to present this dialog box:



Press Yes (Y) button to fire the employee, or press No (N) to abandon this action

7.) Department setting

Click Department setting Button, ability to set department, this operation way is same as the department list setting

Pagination Description

1.) Basic information

Click the pagination label of basic information. The windows will appear as preview, there are staff 's basic on the page :

2.) Staff attaches information

Click the pagination label of Addition, the window will appear as follow:

Department	AC No.	ID No.	Name	Gender	Title
1			Victor	Ma	
2			Richard	Ma	
3			David	Ma	
4			Sunrise	Ma	

Field	Value
Notice	Birthday, 10.16

Basic Information | Addition | AC Options

About the staff important information is input in relating page, select department, select staff, press **+** button, add an item record, type information style in words row, input relating material to contents, then save it,

3) Attendance rule option

Click the pagination label of AC option. The windows will appear as follow figure:

The upper half of the window is a list of employees, that detail describes the staff information, the lower half is designed to select and set staff's attendance rule. There are three part option in the lower half

Among the staff's rule items, the two, **Check in** and **Check out** must be filled in, and the others are option

Employee List

Department: OUR COMPANY

- Design
- Management
- Product
- Sales
- Tech

AC No.	ID No.	Name	Gender	Title
1		Victor	Ma	
2		Richard	Ma	
3		David	Ma	
4		Sunrise	Ma	

Schedule AC

Basic Information | Addition | AC Options

☒ Active AC
☒ Count OT
☒ Rest on Holidays

Check Clock In:
☒ By Time Zone
☐ Must Clock In
☐ Don't Check

Check Clock Out:
☒ By Time Zone
☐ Must Clock Out
☐ Don't Check

Active AC: the item means whether the attendance is valid, if this item is defined, the staff will be accounted and statistic attendance in accordance with the attendance rule and other select item, otherwise, this staff doesn't need to keep the attendance record, and regard his record as normal on-duty, E.g. A leader of the department doesn't go to attendance, but his attendance is accounted on normal duty.

Count OT: sign this item, counted by the staff over time.

Reset Holiday : sign this item, the staff will have a rest on holiday, if the staff is on duty, be signed to over time, otherwise, the staff have to be on duty if the staff is off duty, he will be accounted to absent.

On duty check-in/off duty check-out: The setup can control if the staff have to check-in or check-out, the setup privilege in the item is super than it in the shift schedule.

Employee attendance options (Victor)

Clock In
☒ By timetable
☐ Must C/In
☐ Allow no C/In

Clock Out
☒ By Timetable
☐ Must C/Out
☐ Allow no C/Out

☒ Auto-assign timetable
 Least time for Auto-assign:
 1 Day(s) 0 Hour(s)

☒ Attendance Active
☒ Holiday
☒ Count OT
☒ Registry for OT

Used timetable: + -

Assigned schedules list + -

Start Date	End Date	Shift Schedule
01/01/2000	31/12/2999	Normal

OK Cancel

the method of attendance and statistics is similar to the method of attendance setup, it is only that there increase optional which the over-time has to be registered and examined, In the option, all over-time must be registered and examined, otherwise, the over-time will be no pay.

A current shift list indicate the staff on duty scheduler, the box show that the staff shift include beginning , stopping date and shift name, if need to modify the staff shift, first select the shift item in the current shift list, it will turn blue, then click on (-) button, cancel the current shift, after this , click on (+) button, add a new shift, the window is following:

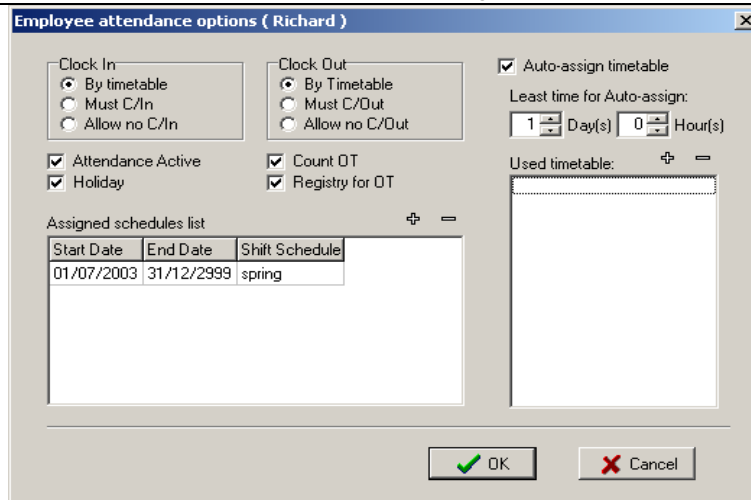
Select a new shift from shift that has setup, definite starting and stopping date, click on “**Confirm**” button to confirm action, click on “**Cancel**” button to cancel operation, return attendance setup window.

While a staff shift in Normal work hours, you can add a lot of item of schedule. E.G.: Starting date stopping date shift

03-3-1 03-5-30 springs

03-6-1 03-9-1 summers

The intellect assignment staff's shift be selected, the window will appear:



Employee attendance options (Richard)

Clock In:
☒ By timetable
☐ Must C/In
☐ Allow no C/In

Clock Out:
☒ By Timetable
☐ Must C/Out
☐ Allow no C/Out

☒ Auto-assign timetable
 Least time for Auto-assign: 1 Day(s) 0 Hour(s)

☒ Attendance Active
☒ Holiday

☒ Count OT
☒ Registry for OT

Assigned schedules list

Start Date	End Date	Shift Schedule
01/07/2003	31/12/2999	spring

Used timetable: + -

OK Cancel

The auto-assignment staff's shift function is that, while staff who does not assign shift to time period, but he/she has attendance record, the system will can define automatically the time period. This function main use in more changes shifts.

Min auto- assignment shift time: when you setup a time period, example one day, at this time the system will accord with setup time period to determine after it expire more one day, otherwise Not to determine.

Used timetable: that is, this staff is able to on-duty time period, click on (+)button, the selecting period of time appear, this shift period of time is shift name list which has been set up in shift management。The windows following:

Before Start

Product

Concepts

Get Start

Option

System info

Maintained

Install

Employee attendance options (Richard)

Clock In:
☒ By timetable
☐ Must C/In
☐ Allow no C/In

Clock Out:
☒ By Timetable
☐ Must C/Out
☐ Allow no C/Out

☒ Auto-assign timetable
 Least time for Auto-assign: 1 Day(s) 0 Hour(s)

☒ Attendance Active
☒ Holiday
☒ Count OT
☒ Registry for OT

Assigned schedules list

Start Date	End Date	Shift Schedule
01/07/2003	31/12/2999	spring

Used timetable:
☒ Daytime
☒ spring
☒ summer

OK Cancel

Left-click shift names that select from display shift name list add selected shift. If want to cancel shift where there are used period of time, first define period of time, click on (-)button, it will be canceled.

Employee attendance options (Richard)

Clock In:
☒ By timetable
☐ Must C/In
☐ Allow no C/In

Clock Out:
☒ By Timetable
☐ Must C/Out
☐ Allow no C/Out

☒ Auto-assign timetable
 Least time for Auto-assign: 1 Day(s) 0 Hour(s)

☒ Attendance Active
☒ Holiday
☒ Count OT
☒ Registry for OT

Assigned schedules list

Start Date	End Date	Shift Schedule
01/07/2003	31/12/2999	spring

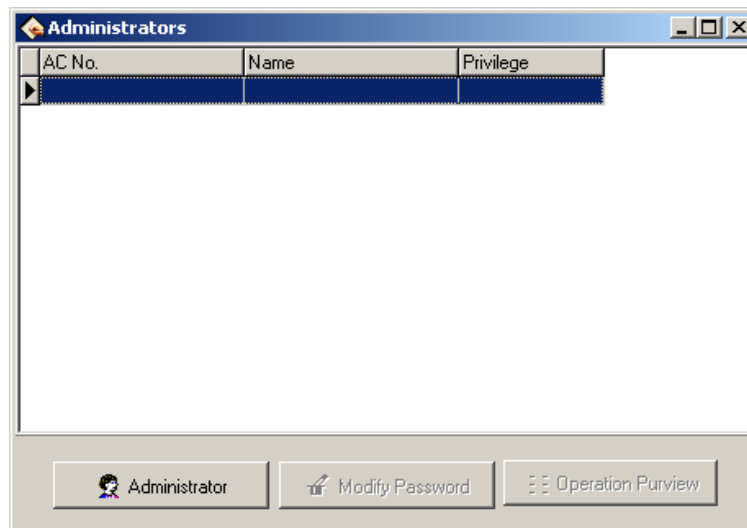
Used timetable:
☒ Daytime
☒ spring
☒ summer

OK Cancel

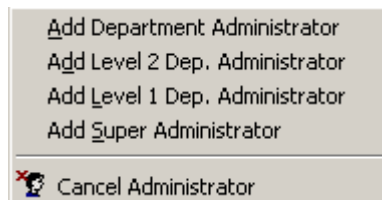
After set up, click on(OK) to save setup, click on (Cancel)to give up action, return attendance setting label

9.2.4 Administrator Setting

Click the “**maintenance/setting**” sub-item on the menu of administrator setting, this window will pop up:



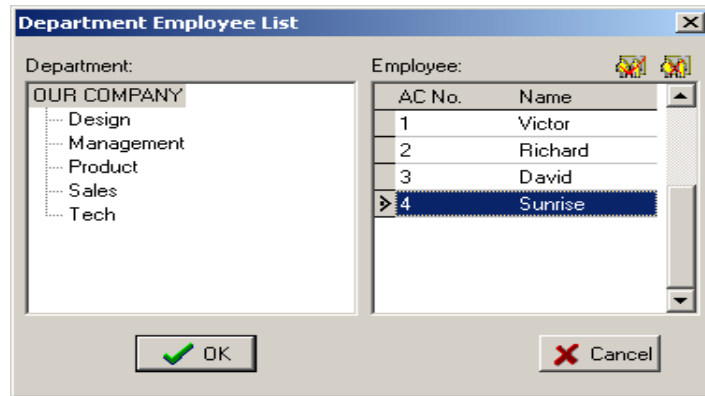
Click on the (**administrator**) button, the display is following:



Here you should choose to add a department administrator or a super administrator, the department administrator can not only manage his/he own staff's information, but also monitor his/he own staff's attendance information, thus, if a several attendance system are linked together, each department is allow to manage its own attendance information, so as to decrease the super administrator work volume , as well as guaranteeing the punctuality and accuracy of attendance data.

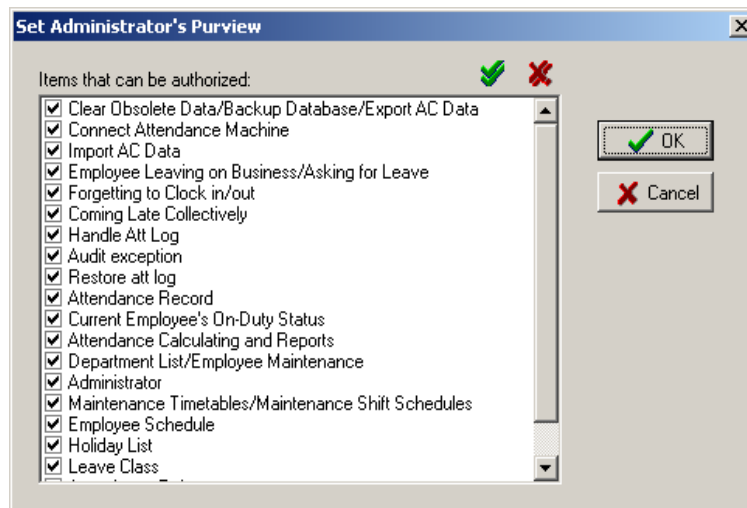
Click on (Cancel **administrator**) button, to cancel an administrator. But an administrator cannot cancel himself, e.g. you enter management program as a super administrator, at this time, you cannot cancel yourself, you can cancel other administrator

Click on “**Add department administrator** or **Add super administrator**” the following windows will pop up:



Select the department where an administrator is add, and this staff name, click (**OK**) button to add this selected staff as one administrator, click on(**cancel**) button to cancel this action, the default code of the fresh added administrator is his/.Her won attendance No.

Click(**OK**) button to pop up the window of purview setup as the following:



Put a tick beside each selected privilege item; put a Cross to remove all the privilege item, click **(OK)** button to complete administrator setting.

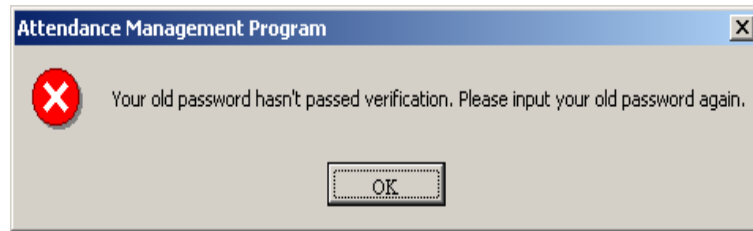
Click **(modify password)** to modify administrator password, and administrator is only capable of modifying he/his own password, the window of modify password is like this:



Type the original password in the input box of old password, type a new into the input box of new password, and type the new password again in

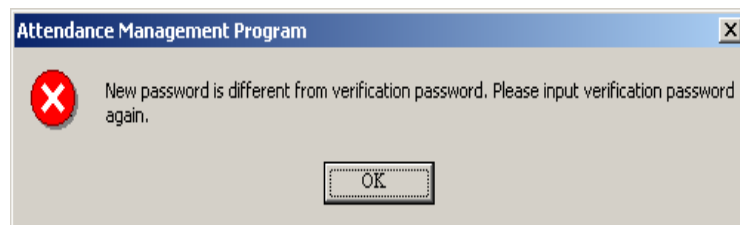
the input box of verify new password, click (OK) button to complete modify password, or click (cancel) button to give up this action.

If the original password isn't input correctly this prompt message will be shown.:



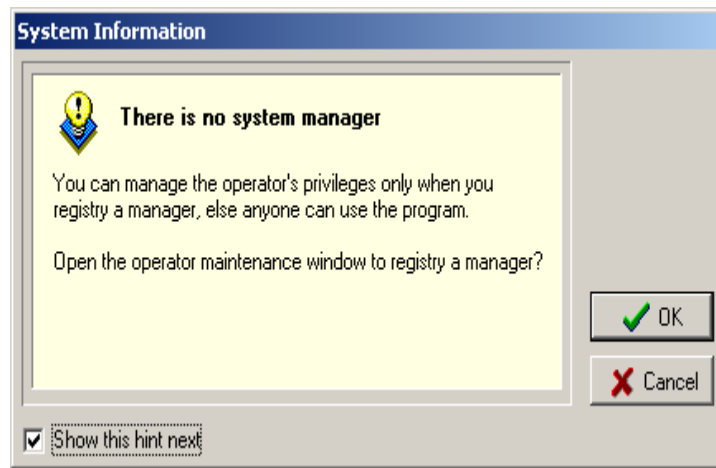
Please type the original password again; if it is not to type correctly for three times in succession, the system will automatically return back modify password box.

If the new password is different from the verification password, the prompt message will come forth; click (OK) to modify the verification password until it is the same with the new password.



Click on (**operating authorize**) to set administrator authorize. As this condition, the system demands you set up administrator. While you cancel the starting prompt information, as well as the staff has been enrolled

In the system, an administrator has Not been registered, the starting management program will appear prompt following:



Click (**cancel**) button, return to main menu, click on (**OK**) button, enter administrator operation interface, the operation method is the same as the forward.

9.2.5 Period of Time Maintenance

Before staffs are assigned schedule, the period of time must be set up to complete, select (**maintenance/ setting**) menu, click on the (**period of time maintenance**), can set period of time which use to arrange staffs shift, the interface is following:

Timetable Name	On-duty Time	Off-duty Time	Beginning C/In	Ending
Daytime	08:30	17:30	06:30	11:30
spring	08:00	17:00	07:00	09:00
summer	09:00	18:00	08:00	10:00

Timetable Name	summer
On Duty Time	09:00
Off Duty Time	18:00
Late Time(Mins)	5
Leave Early Time(Mins)	5
Beginning In	08:00
Ending In	10:00
Beginning Out	17:00
Ending Out	19:00
Count as Workday	1
<input checked="" type="checkbox"/> Must C/In <input checked="" type="checkbox"/> Must C/Out	
Change the Display Color	

Click (+) button, add a new period of time which name of period of time is on-duty time and off-duty time, check-in time, check-out time, record coming late hour, record leaving early hour and record work hour, only the check- in hour and check-out hour is regard as attendance hour. In the definition hour this records are valid, as that, attendance account and statistics depend on there records, and selected period of time whether is in check-in and check-out hour, input time style is; HH: MM: SS.

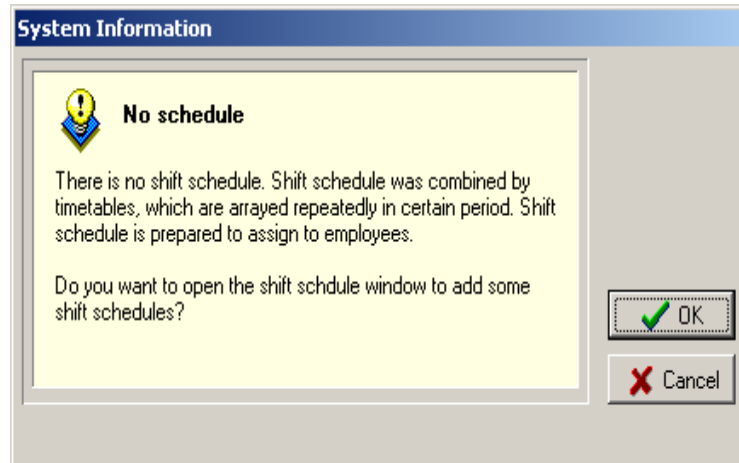
Record coming lately hour (minute) : above illustration is for 5 minute, it is to show that after 5 minute on-duty will be record coming late, E.g. Illustration is on-duty time at 7: 50, A. at 7: 53 check-in time, B. at 8: 00 check in time, so the A is not coming late, because he check-in time is not over 5 minute, the B is coming late for 10 minutes, because he check-in time is over for 5 minute.

Record leaving early (**minute**) : it is the same as record coming lately, it is depend on the difference check-out time between off-duty time .

How many work hour to record: if to set up the value, account and statistics according to this value amount work date, otherwise, it depend on attendance rule setup to amount.

Selected a period of time, click on (-) button to cancel selected period of time.

After the prompt appear, there is any setup period of time in system, can also .according to prompt , set up period of time ,the window is following:



Click(**cancel**)button, return main menu windows, click on(**OK**)button, start to set period of time, the window is following:



According to the company real condition, the method of on-duty and off-duty is selected, is twice attendance (morning and evening) , or is four times (morning, Noon, Noon ,evening) , input correspond to on-duty and off-duty time , click(**next**)button to continue setting , the window is following:



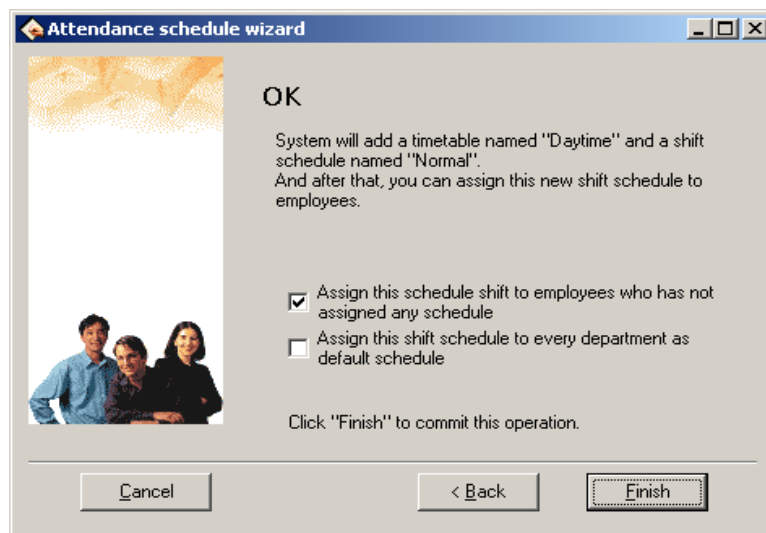
definite the time range of check-in and check-out, and whether this time must be check-in and check-out, click (**next**) the window is following:

Before Start
Product
Concepts
Get Start
Option
System info
Maintained
Install



The 'Attendance schedule wizard' window is titled 'Att Rule'. It contains a small image of three people on the left. The main text area says 'Set the attendance rules of the whole organization.' followed by two questions: 'How many minutes after on duty time will be counted as Late?' and 'How many minutes before off duty time will be counted as Leave Early?'. Both questions have a spin box with the value '5' selected. At the bottom are three buttons: 'Cancel', '< Back', and 'Next >'.

On the window, set record coming lately time and record leaving early time, click on (**next**) button to enter next window:



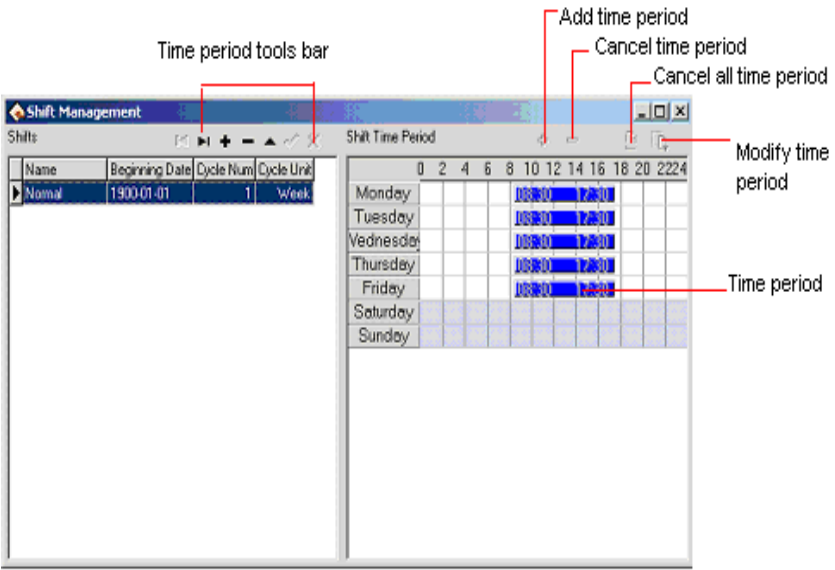
The 'Attendance schedule wizard' window is titled 'OK'. It contains a small image of three people on the left. The main text area says 'System will add a timetable named "Daytime" and a shift schedule named "Normal". And after that, you can assign this new shift schedule to employees.' followed by two checkboxes: 'Assign this schedule shift to employees who has not assigned any schedule' (checked) and 'Assign this shift schedule to every department as default schedule' (unchecked). Below the checkboxes is the text 'Click "Finish" to commit this operation.' At the bottom are three buttons: 'Cancel', '< Back', and 'Finish'.

On the window, the system prompt that it will add named “**day**” a time period and named “**Normal shift**” a shift, because, before we selected method that is twice attendance in a day, system will increase two new period of time, each is “**A.M**” and “**P.M**”. There are three options on the

window, according to need to select, then click on “**finish**” button, complete setup. If selected open “**period of time maintenance window to detail setting**”, click on ‘finish’, enter period of time maintenance window.

9.2.6 Shift Management

Select “**maintenance/ option**” menu, click “**shift management**” sub-item, and then you can enter shift menu with the following window:
Management Utilize



Shift Management Tool Bar to add, cancel, modify shift. Under the status of adding or modifying shifts (when { $\sqrt{\}$ } button is valid) , you may Add/Modify/Delete Shift Time Periods.
The shift name can’t be repeated, and all the fields in the form can’t be empty. Application Beginning Date is in the form of **yyyy-mm-dd**, for

Before Start
Product
Concepts
Get Start
Option
System info
Maintained
Install
T&A Program

example, November the 15th, 2003 is recorded as **2003-11-15**, and March the 6th, 2003 is recorded as **2003-03-06**.

Shift cycling periodicity = periodicity count * **periodicity unit**

Periodicity unit consist of day, week, months

Can set empty shift that is no no-duty?

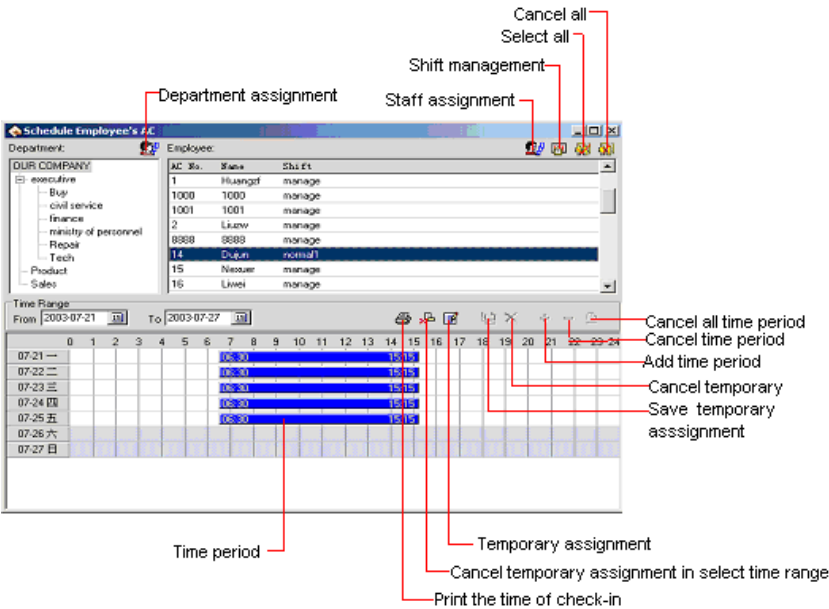
Click right(+) **add period of time** button, window will pop up:

Select a period of time that is setup in down -drag menu, add shift period of time directly, Select timetables, the to be available selected Time Period is which has been setup. Which day are you on duty, you make a mark (✓) on the day you selected. then click (**OK**) button to save setup, click on(**cancel**)button to give up the action.

Click on (**cancel period of time**)button, selected period of time will be cancel, if select (**cancel all period of time**)button, display all period of time will be cancel.

9.2.7 Arrange Staff's Shift

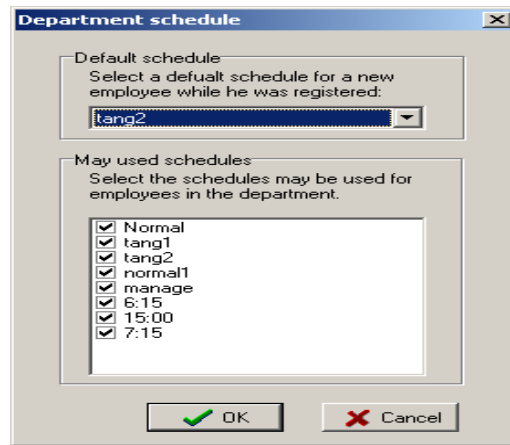
Select **Maintenance/Option** menu, click **employee Schedule**, open the window of **schedule employee's A C** Here, you can maintain data related to **staff's shifts**:



Select departments and the staffs whose shifts are to be arranged. If only one employee is selected, in Staff's time period should be shown this employee's time period which is in the range of shift arrangement.

Assign Department Staff's Schedule

Click left head icon **Assign department staff's schedule** button to present this dialog box

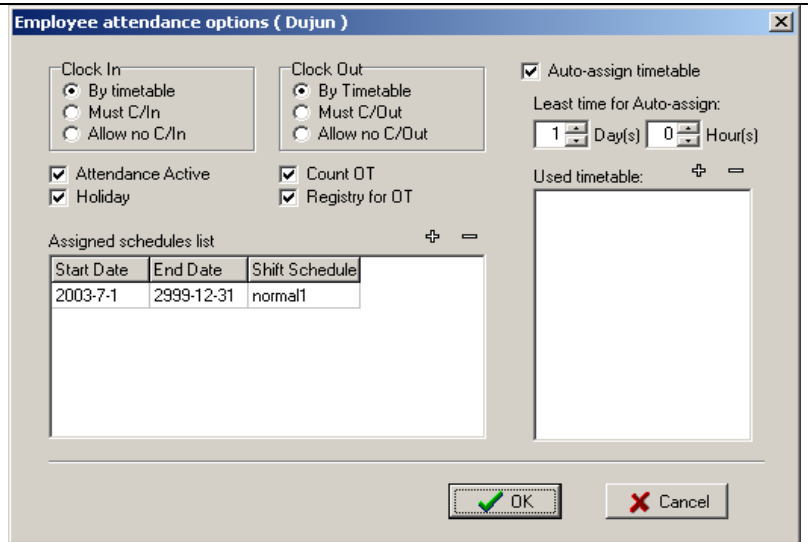


Default schedule : select a shift from down-drag menu, make it to default use for enrolling new staff, after enroll new staff it will give new staff a shift.

May used schedule : able to schedule shift list display name of current setup shift, when arrange department shift, the shift will display list until selected shift.

Staff Schedule

Click on right head icon **arrange employee's shift** button, the dialog box is following:



Employee attendance options (Dujun)



☐ Clock In
☒ By timetable
☐ Must C/In
☐ Allow no C/In

☒ Attendance Active
☒ Holiday

☐ Clock Out
☒ By Timetable
☐ Must C/Out
☐ Allow no C/Out

☒ Count OT
☒ Registry for OT

☒ Auto-assign timetable
 Least time for Auto-assign: 1 Day(s) 0 Hour(s)

Used timetable:  

Assigned schedules list

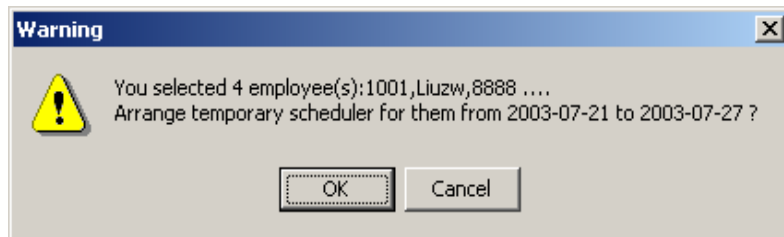
Start Date	End Date	Shift Schedule
2003-7-1	2999-12-31	normal1

OK Cancel


On the window the operation is the same with attendance time setting operation, which sub-item is staff maintenance attendance setup.

Staffs Shift

Click in middle bar **Employee temporary shifts** button to manage shift, If one(or several)staff needs to change his/her work hours temporarily, his/her shift can be arranged temporarily, click staff temporary arrangement button, pop up dialog box, window is following:



Warning


 You selected 4 employee(s):1001,Liuzw,8888
 Arrange temporary scheduler for them from 2003-07-21 to 2003-07-27 ?

OK Cancel

- Click (OK)button, enter temporarily schedule,
- click(Cancel)button, return staff's schedule window. First definite schedule hour, select staff, if you want to select a lot of staffs, can press

(**Ctrl**) key, simultaneously click staff or use all selected button, then click on (**add period of time**) button, select to add period of time on the window of adding period of time, and what day or how many is to add. The operation method is the same in shift management to add period of time.

- Click (**save temporarily schedule**) button, to save temporarily schedule or click **cancel** to cancel the action.

Temporarily schedule is superior to shift schedule.

Print staff ought on-duty time

- Click (**print staff ought on duty time**) button. It can print all selected staffs work hours, which is in definition period of time.

Cancel temporarily shift

- Click (**cancel temporarily**) button, cancel data of selected staffs in definition period of time. Back to normal work hours.

Change shifts

To handle various regular change shift is a software's strong function.

Here ,illustrate change shift method with four shifts three times change a week , example ,there are A、B、C、D four shifts, work hours schedule is divided into, morning shift, day shift, night shift, three period of time, the application beginning date is 1.

As before instruction finish the operation, the following window appear:

Timetable Name	On-duty Time	Off-duty Time	Beginning C/In	Ending
6:30	06:30	15:15	04:30	08:30
6:00	06:00	16:00	04:00	08:00
moring	08:30	13:00	06:30	10:30
after	15:30	21:00	12:30	17:30
7:30	07:30	16:15	05:30	09:30
8:30	08:30	17:15	06:30	10:30
13:30	13:30	22:15	11:30	15:30
16:00	16:00	01:00	14:00	18:00
21:00	21:00	06:00	19:00	23:00
15:15	15:15	00:00	13:15	17:15
15:30	15:30	00:30	13:30	17:30
16:15	16:15	01:00	13:15	18:15
8:30	08:30	18:30	06:30	10:30
8:00	08:00	20:30	06:00	10:30
7:15	07:15	16:00	05:15	09:15
manage	08:30	17:30	05:30	11:30

Timetable Name:

On Duty Time:

Off Duty Time:

Late Time(Mins):

Leave Early Time(Mins):

Beginning In:

Ending In:

Beginning Out:

Ending Out:

Count as Workday:

☒ Must C/In

☒ Must C/Out

[Change the Display Color](#)

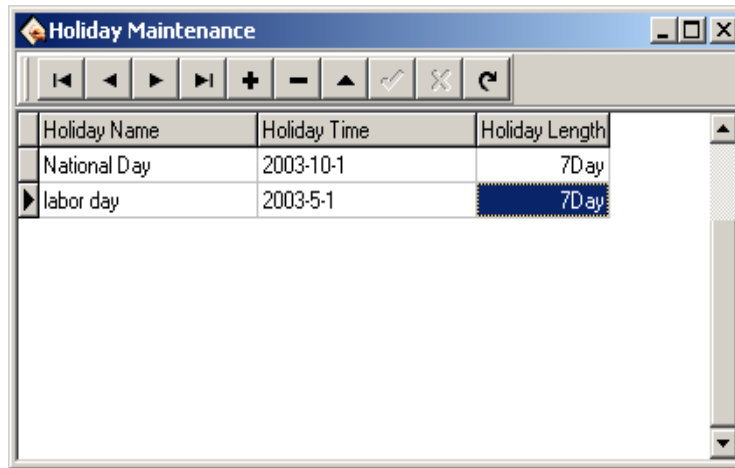
Staff work hours schedule list:

Date shift	Morning shift	Day shift	Night shift	Have rest
1	A	B	C	D
2	D	A	B	C
3	C	D	A	B
4	B	C	D	A
5	A	B	C	D
6	D	A	B	C
7	C	D	A	B

From schedule list, the regular are fund, cycle of all staff work hour is four day. so, A、B、C、D four shifts' s four day work hours is divided into four shifts. Other shift follows the instruction.

9.2.8 Holiday list

On the statutory holidays, staff will take a rest or vacation pursuant rules of law. Then it is required to adjust some setting of the attendance system. Select holiday list sub-item under of “**maintenance/Option**”, to open the window of holiday maintenance:



Utilize the tool bar of holiday list maintenance to construct holiday. It is need to set holiday's name, holiday's dates and holiday lengths.

9.2.9 Leave Style Setting

Click (**leaving setting**) in down-drag menu, following window pop up.

Utilize the tool bar to add, delete, and modify leave style as well as utilize account rule to set leave record rule, not only set to control leave give up or count, but also set the symbol in record list .

9.2.10 Attendance Rule

Select maintenance /setup menu, click (**attendance rules**) option, and this window will pop up

This interface consists of three pagination pages;

Basic setting

It is required to set the beginning day for each week or the beginning date for each month. some companies calculate their attendance record from Sunday ,and other from the 26th , after these setup, it is convenience for calculation to select time.

If a shift expire 0:00, it should be defined which workday this shift belong to.

How many minutes are the max shift period of time no more than?
How many minutes is the min shift period of time no fewer than?.

In order to determine attendance status, verify record correctly, grant smart schedule demanded, so that the valid attendance time is not litter a few minute. Otherwise the system will determine record as invalid

E.g. an interval of five minute, there is valid record at 8:10, so, among 8:10 between 8:15 records are invalid, it is only valid record after 8:15.

Out state: There are four methods be selected to handle leaving status

★Ignore state: This status is ignored while attendance statistic to handle.

★As Out: This out status is sided Normal out.

★As Business Out: This status is sided on business out.

★Audit: make a verification for record by hand, examine staff whether go out.

Over time(OT) state: The over time consist of, counting over time, not counting over time, leader allowing and count over time, three status

★Ignore the state: attendance statistic does Not count over time;

★As OT directly: over time does not needs to be examined, count it directly:

★Audit it: make to verification for record by hand, in order to examine whether staffs have over time

Examine operation is sub-item which attendance exception require and record list other exception require.

Calculation

Click Calculation pagination, account window appear, it is following:

The screenshot shows a dialog box titled "Formulate attendance checking rule" with three tabs: "Basic settings", "Calculation", and "Statistic items". The "Calculation" tab is active. It contains the following settings:

- One workday as: 420 mins
- Clock-in over: 10 mins count as late
- Clock-out over: 5 mins count as early
- ☒ If no clock in, count as: Absent, 60 mins
- ☒ If no clock out, count as: Absent, 60 mins
- ☒ As late exceed: 120 minutes, count as absent.
- ☒ As early leave exceed: 120 minutes, count as absent.
- ☐ After: 30 mins, leaving count as OT

At the bottom, there are "OK" and "Cancel" buttons.

You need to set that the work hour account by minutes; this value should be the same with on-duty hour, because statistics result correct depends on this value.

In the step, how many minutes will be record coming late after expire on-duty time, how many minute will be record leaving early before near off-duty, the definition of time period must be the same with time period of the maintenance setup, otherwise the statistics result is Not correct.

For the check-in record, how many minute means coming late of neglect work, for the clock-off record, how many minute means leaving early or neglect work.

If your coming late or leaving early is over to set minutes, there will be regard as absent work

Can set overtime which are how many minutes it exceeds clock-off time, so this will be record overtime.

Statistic item

Click statistic item on the pagination, and following window will pop up:

The screenshot shows a dialog box titled "Formulate attendance checking rule" with three tabs: "Basic settings", "Calculation", and "Statistic items". The "Statistic items" tab is active. On the left, there is a list box titled "No C/In on Leaving Post" containing the following items: BLeave, Normal, Late, Early, A/L, Absent, OT, Rest, N/In, N/Out, ROT, BOUT, OUT, and FOT. The "BLeave" item is selected. To the right of the list box is a "Statistical rule" section. It includes a "Min. unit" field with a value of "0.5" and a dropdown menu set to "Workday". Below this are four checkboxes: "Acc. by times" (unchecked), "Round at Acc." (checked), "Group by time periods" (unchecked), and "Group by holidays" (unchecked). To the right of these checkboxes is a "Round-off control" section with three radio buttons: "Round down" (unchecked), "Round off" (checked), and "Round up" (unchecked). At the bottom of the "Statistical rule" section is a "Symbol in report" field with the value "G". At the bottom of the dialog box are "OK" and "Cancel" buttons.

You can set statistical rules and symbols for staff leave on business, coming late and leaving early, etc, on the pagination label.

Freely over time: Over timework is not registered in schedule, staff attendance is regard as freely overtime.

Notice: the system default setup only suit attendance situation which one day is divided into two period of time, if one day is divided into more than three parts for attendance, please select all item and total them to ensure the accuracy of the calculation.

★Group by time periods: This item will define whether attendance record will be distributed into their corresponding shift period of time. E.g, select all items that are without check-in item and group them, then you will get the total of time without check-in and check-out item.

★Groups by holidays: only count the times, how many times are to display on the record list, No time record.

★After cumulate to round: select this item's all time to amount, which become into corresponding statistic unit, then according to min unit setting rule to round.

★Round up: when the statistic data have point, the system will make after point figure to carry upward as 1. For stance, the min unit is 1-work hours, so that the calculation result of 1.1and 1.9-work hour will be record 2-work hour.

★Round off: If the left value which after point figure excess 5, the value add 1 otherwise the left value is abandon

★Round Down: Abandon the value No matter how many it is.

E.g. min unit is I work hour, so that the calculation result's 1.1and 1.9 count 1 work hours

9.2.11 Database Option

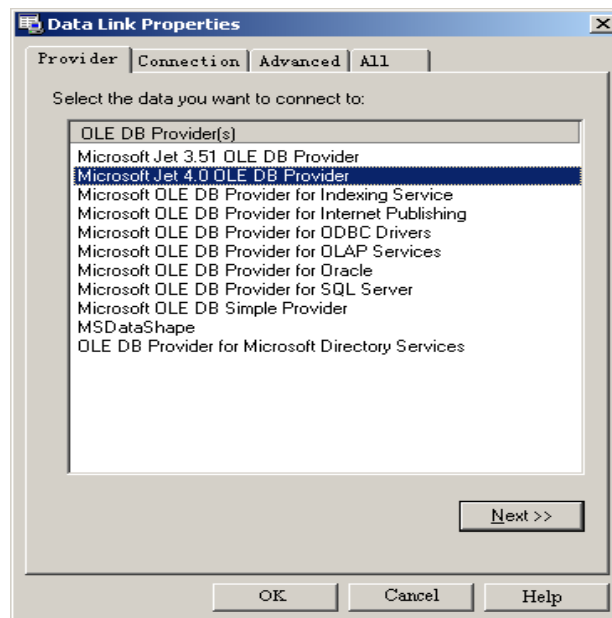
The system adopt Microsoft ADO database connect port, default single Access2000 database, filename is att2000.mdb, you can set up database connection according with real situation.

When system appear following error prompt, you need modify you database connection setup

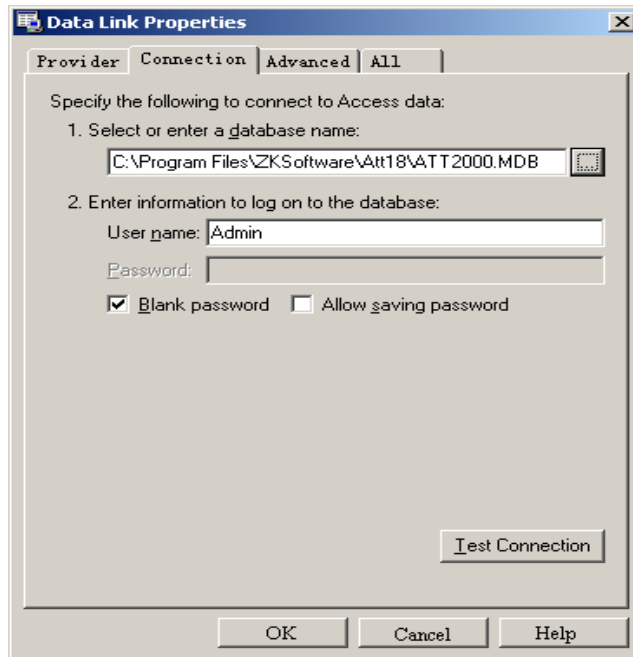


Connect Microsoft Access data

Select sub-item **maintenance/option**, Click data option, the following window pop-up



- (1) Select Microsoft Jet 4.0 OLE dB Provider;
- (2) Click **next** or connect, enter following window:



Click  button, select database filename

A: For a single computer

Through the pop-up menu of File Manager, attach it in the attendance database file. The default file path is C:\ProgramFiles\Zksoftware\Att\att2000.mdb

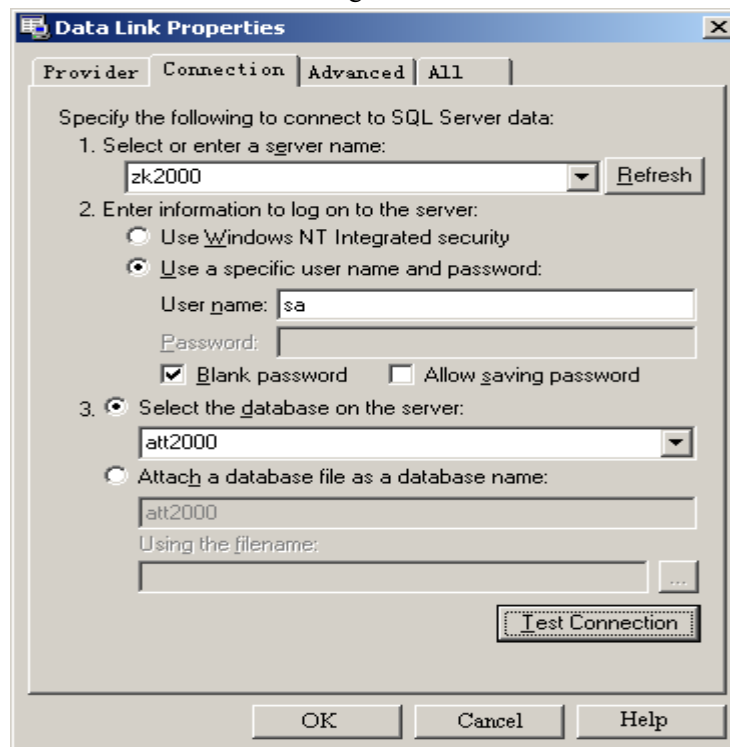
B: For a Network

For instance, three attendance checking systems are linked together, with their computers labeled with Computer1, Computer2, Computer3 respectively and Computer1 is the host. First, make the installation directory of the attendance system on Computer1 to share with other computer, and grant Computer2 and Computer3 to read-write and access Computer1 is available. The Database link on Computer1 is pointed to the local attendance checking database, and database link on Computer2

and Computer3 is pointed to the database on Computer1. Thus the three machines are able to share data.

Connect to SQL Server

If you want to use a network database, first you should establish the Fingerprint Attendance System database on the database server. In the installation directory of this attendance checking system, you can find a file with the name of sqlserver.sql, which is the SQL script for establishing the Fingerprint Attendance System database on Microsoft SQL Server 7.0. If you are using other database servers, please refer to this document to establish the Fingerprint Attendance System database. Provider Select Microsoft OLE DB Provider for SQL Server clicks next or connection to enter this following window:

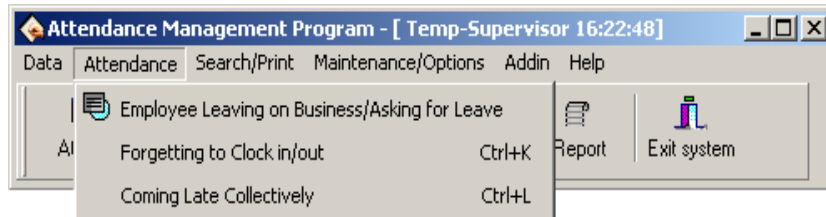


Confirm the name of server for storing this database, information, and the name of database that is used in logging server. Click (OK) button to complete settings.

9.3 Handle Attendance

9.3.1 Handle Attendance

Click (Attendance) on main menu, pop up following menu:



9.3.2 Employee Leaving on Business / Asking for Leave

When a staff leaving on business or ask for leave are unable to attend Normal attendance, in order to ensure end statistic result is correct, it is required that utilize the function to set. click “**staff leaving on business/ask leave**” command on menu, the window is following:

Employee Leaving on Business/Asking for Leave Setup

Dep.: OUR COMPANY

Name: Huangzf

Time Range:
 From: 01/08/2003 19
 To: 05/08/2003 19

Report
Export

BL Sick Vacation Other

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
08-01 Fri																									
08-02 Sat																									
08-03 Sun																									
08-04 Mon																									
08-05 Tue																									

Reason: _____

Day View List View

For stance, illustrate with general company for staff Mr. Wang set asking leave operation, the process is like this:

First select departments and Employees, Confirm Beginning/Ending Date. There are tow methods to add leaving on business or asking leave:

1) One way: After selecting departments, staff and date/time, lift-click on the box of Select Set Asking-for-leave Time, and hold, drag to draw a time period bar, and then loosen the left button of the mouse, and the following dialog box of Select Leave Types will pop up.

Add the Item of Leaving on Business/...

Time Range

From: 01/08/2003 19 00:00

To: 05/08/2003 19 23:59

Please choose the leave type:

Sick

Reason: _____

OK Cancel

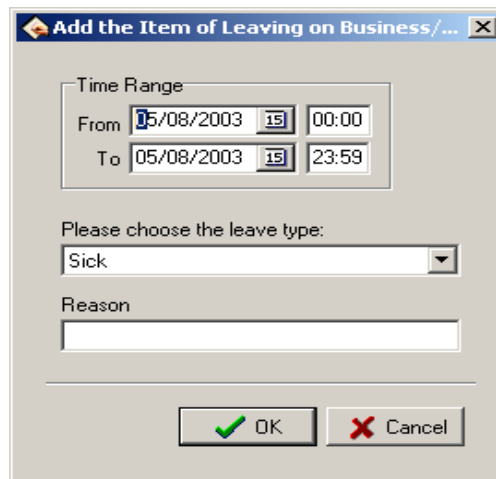
Choose asking leave s from the selected style box, type reason in the cause box, click **(OK)** button to save adding leave, click **(cancel)** button to cancel all action , after, the window is following.

★You can modify one asking –for leave time period on the window

★You may move the cursor of the mouse to one end of the asking-for-leave time bar, and when the cursor changes to \leftrightarrow , right-click and hold, drag the mouse to modify asking-for-leave time.

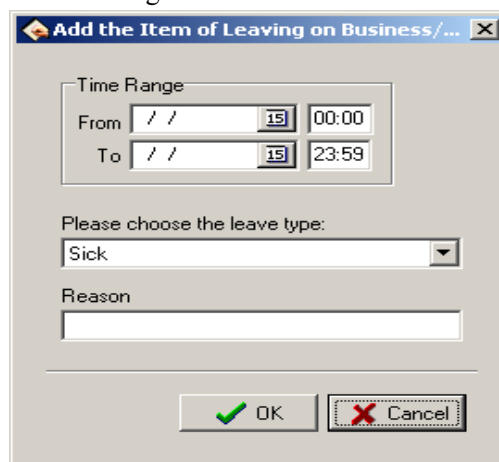
★You may also move the cursor to the asking-for-leave bar, and when the cursor changes to \updownarrow , right-click, hold and drag to move the asking-for-leave time as a whole.

★If you want to modify accurate time, and when the cursor changes to \updownarrow , double-left-click or click ‘modify’ button on the setup window. The following dialog box will appear.



Type correct time into time box, click **(OK)** button to save modify.

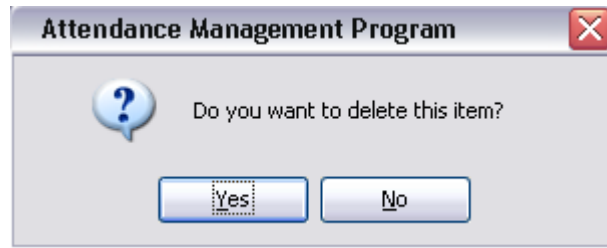
2)Another Way : Click create button on the operation window, the pop-up window is following:



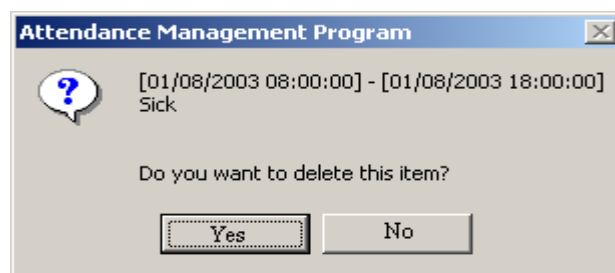
Choose the date, time、leave style, then type into asking leave reason, click **“OK”** button to save setup , click **“cancel”** button to cancel the action. After saving, the window appears as before way.

If you want to cancel one item setup, e.g. just set asking-for-leave item will be canceled, you can left-click on the asking-for-leave bar, which

wants to be canceled, then click **“DEL”** key to cancel. Or you can drag mouse cursor to end of asking-for-leave time, when cursor become **↔**, left-click, hold and drag mouse till all asking-for-leave time bars disappear, by the time the caution box will appear.

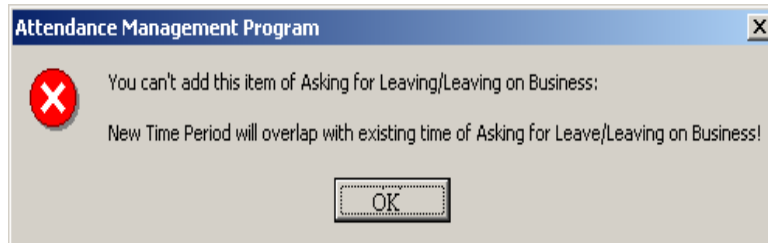


Click **(yes)** key to cancel the setup, click **(No)** key to abandon the action. You may utilize cancel setup to left-click cancel "button" on the setup window, after click, the following prompt box appear;



Real to cancel the item, click "yes (Y) " button, abandon operation to click "No (N) " button.

When you add leaving on business time period, and if this time period overlap existed time period, the following caution box will appear:



Click **(yes)** key, the operation is invalid.

The system provide some only sample leave style, if you want add leave style, can enter leave in **maintenance /setup** to add.

Click **(establish list)** button on the setup window, the following window will appear:

Business Leave/AfL List OUR COMPANY From 2003-08-01 To 2003-08-05

Start Time	End Time	Duration	Type	Reason
03-08-01 08:00	03-08-01 18:00	10:00	Sick	

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May utilize **(zoo)** button to alter display area, click **(save)** button, will save the report file to the disk.

9.3.3 Handle Staff Forgetting to Check-in

If one staff forgets to check in due to some cause, this function of **Handle Staff's Forgetting to Check In** can be used to add a check-in record. Click **Handle Staff's Forgetting To Check In** under the menu of **Handle Attendance Checking**, and the following dialog box will pop up:

Before Start

Product

Concepts

Get Start

Option

System info

Maintained

Install

T&A Program

Help

Trouble

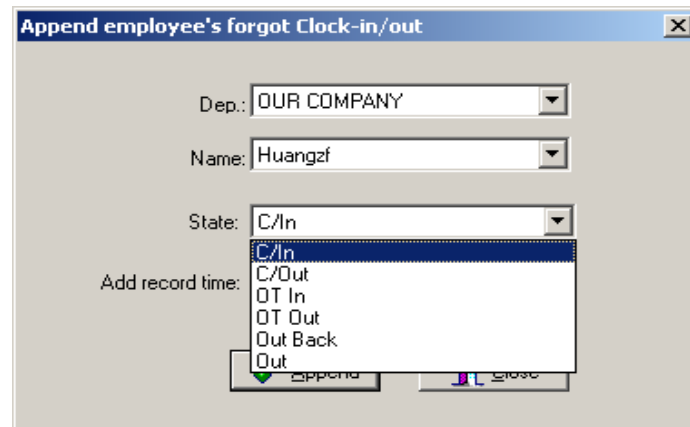


The dialog box titled "Append employee's forgot Clock-in/out" contains the following fields and controls:

- Dep.: A dropdown menu showing "OUR COMPANY".
- Name: A dropdown menu showing "Huangzf".
- State: A dropdown menu showing "C/In".
- Add record time: A date and time selector showing "05 August 200" and "17:00:59".
- Append: A button with a green checkmark icon.
- Close: A button with a red X icon.

You first select department and staff, and choose adding record style, Set record the date and time, click “**Append**” to add a new check-in record. When a new record has been added, the add button becomes gray and invalid. But it will become bright and valid again after the employee has been changed to another one, or the check-out time has been changed. Click the close button to close this dialog box and return to the main menu.

There are many select status of Not only check-in and check-out, but also other option in select box, the window is following.



The dialog box is shown with the "State" dropdown menu open, displaying the following options:

- C/In (highlighted)
- C/Out
- OT In
- OT Out
- Out Back
- Out

The "Append" button is now grayed out, indicating it is disabled.

9.3.4 Handle Staff Forgetting to Check-out

If one staff forgets to check out due to some special reasons, this function of hand staff forgetting to check-out can be used to add a check-out record, the operation process is the same with operation of staff forgetting to check-out. See up part.

9.3.5 Handle Coming Late Collectively

If part or all of the staff of one department come late, this function can be used to modify staff check-in time, click (**coming late collectively**) on the down drag menu, and the following dialog box will pop up:

AC No.	Name
1	Huangzf
1000	1000
1001	1001
2	Liuzw
8888	8888
14	Dujun
15	Nexuer
16	Liwei
8	Weixq
12	Zhangqm
7	Xiaohf
18	Liql
29	Lindq
6	Gaozm

In the department option, select the department to which the staff who come late collectively belong and then click the staff that you want to select in the staff option box, if you want choose staff more than one, you can click the mouse while press Ctrl key. Click selected all buttons to select all staff, click cancel all buttons to call off all selected staff.

Selected style consists of “**coming late collectively**” and “**leaving early collectively**”, when you select, only lift-click on item you select.

Neglect check-in record means to neglect selected staff all check-in record during the time period is defined by the from time box and the to time box, check-in time after modification means the time of the check-in records to be adds in.

Click (**OK**) button to delete all neglect check-in records or add check-in record after modification, and to return the main menu.

Click (**cancel**) to abandon this action and return main menu.

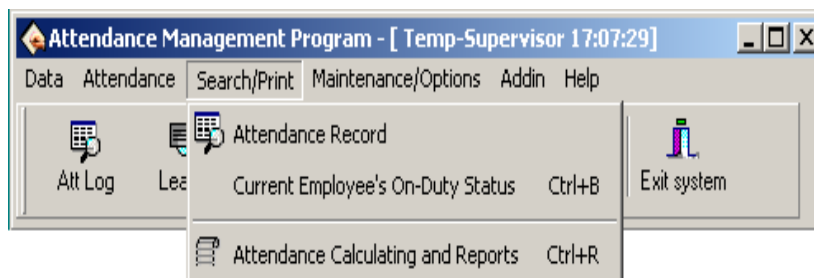
9.3.6 Handle Leaving Early Collectively

If part or all of the staff of one department leaving early with reason , this function can be used to modify staff check-out time, the operation process is the same with to handle coming late collectively , it is only to select leaving early collectively.

9.4. Search/ Print

9.4.1 Search/Print

Click (**Search/Print**) on the main menu, pop up menu is following,



9.4.2 Attendance Record

Click **attendance record** sub-item on the main window of **Search/print**, and the following window will pop up:

Search Employee's Attendance Checking Record

Condition:

Dep.: OUR COMPANY

Name: Huangzi

Time Range:

From: 01/08/2003 00:00

To: 05/08/2003 23:59

Search

Preview

Export

Modify Log

In Out

If you want add, edit attendance checking's original records, please use the functions of "Forgetting to clock in/out", "Coming Late/Leaving Early Collectively", or "Handle Attendance Checking Records In Advance".

1). Search

Select staff, determining Beginning **Date/Time**, and Ending **Date/time**, and click **search** button, selected employees' attendance records during the defined time period will be shown in the display box of Search Result in the lower part of the window.

Search Employee's Attendance Checking Record

Condition:

Dep.: OUR COMPANY

Name: Huangzf

Time Range:

From: 01/06/2003 00:00

To: 03/08/2003 23:59

Search

Preview

Export

Modify Log

In Out

If you want add, edit attendance checking's original records, please use the functions of "Forgetting to clock in/out", "Coming Late/Leaving Early Collectively", or "Handle Attendance Checking Records In Advance".

Department	Name	No.	Date/Time	Clock-in/out	Location ID
UR COMPANY	Huangzf	1	07-05 18:15:00	C/Out	
UR COMPANY	Huangzf	1	07-06 19:04:00	C/Out	
UR COMPANY	Huangzf	1	07-09 19:24:00	C/Out	
UR COMPANY	Huangzf	1	07-10 19:47:00	C/Out	
UR COMPANY	Huangzf	1	07-11 18:21:00	C/Out	
UR COMPANY	Huangzf	1	07-12 18:17:00	C/Out	
UR COMPANY	Huangzf	1	07-16 18:47:00	C/Out	
UR COMPANY	Huangzf	1	07-17 19:17:00	C/Out	
UR COMPANY	Huangzf	1	07-18 18:15:00	C/Out	
UR COMPANY	Huangzf	1	07-19 18:15:00	C/Out	
UR COMPANY	Huangzf	1	07-25 08:48:00	C/In	

If you want modify the color which display check-in and check-out record, double-left click color bar, pop up color option; select color for need to save.

2). Preview

Click **(preview)** button, appear following window

Preview

100%

Emp's Attendance Records (Huangzf)

2003-06-01 to 2003-08-03

Dept.: OUR COMPANY

Huangzf (1)

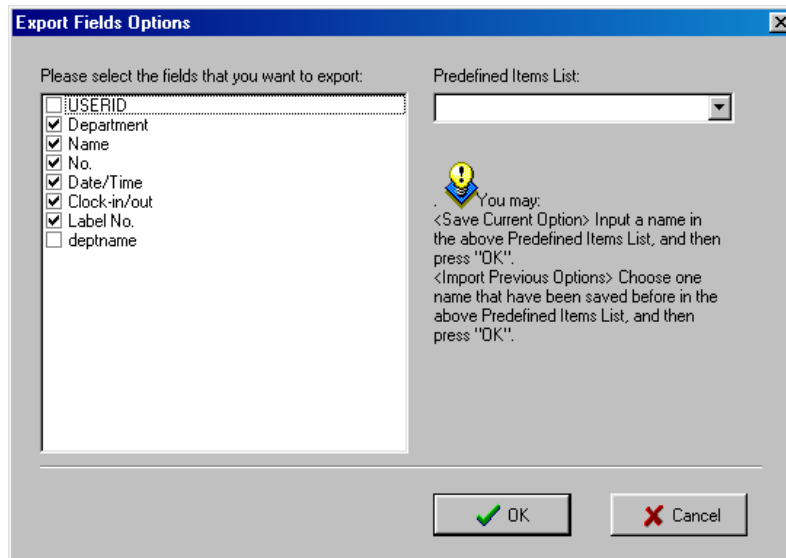
07-05 18:15	C/Out
07-06 19:04	C/Out
07-09 19:24	C/Out
07-10 19:47	C/Out
07-11 18:21	C/Out
07-12 18:17	C/Out
07-16 18:47	C/Out
07-17 19:17	C/Out
07-18 18:15	C/Out
07-19 18:15	C/Out
07-25 08:48	C/In

Page 1/1

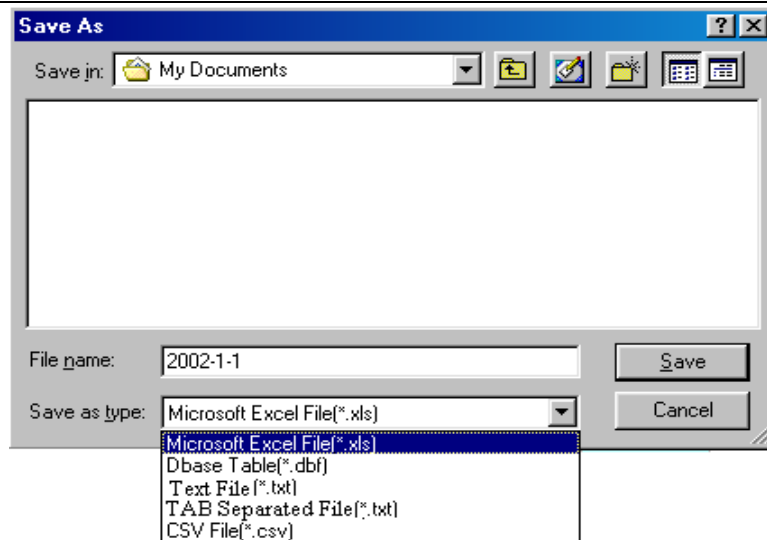
This record report can be printed, exported, save as files.

3).Export

Click (**Export**) button to export searching result, appear following window



Firstly checks it before the files to export. If next time you want to select the same files to export, you can input a item name in the box of Predefined Items, and click **OK** to save the selected files in this item. Next time, if you want to call your previous choices, select a name saved in the box of Predefined Items, and click (**OK**) to enter the following window:



Input a filename for this file to save in the column of Filename, select the type to save this file, and then you will export the selected data to this file. You can save a file as the five formats: Excel files (Microsoft Excel File(*.xls)) , DBF formed database files, right justified text files, text files separated by TAB, and text files separated by semicolons.

4). Search Modify Log

Click (modify **log**) button, the **Record changing logs** appear:

Time & Attendance Program

Record changing logs

Condition:
 Dep.: OUR COMPANY
 Name: <All>
 Time Range:
 From: 06/01/2005 00:00
 To: 06/30/2005 23:59

Search
 Preview
 Export

The appended, modified, deleted records can be searched. And you can select the missing operated records and restore them(Press Ctrl key can multiply select records).

Restore records C/IN C/Out

Dept	Name	AC-No	Clock I/O Time	Type	Add	Modified	Deleted	Reason	Operator
OUR COMPAN 1	1		6/23/2005 11:09:56 PM OT Out		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Append employee's forgot	Temp-Sup
OUR COMPAN 1	1		6/23/2005 11:09:56 PM OT In		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Append employee's forgot	Temp-Sup
OUR COMPAN 13	13		6/23/2005 10:09:56 PM C/In		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Append employee's forgot	Temp-Sup
OUR COMPAN 13	13		6/23/2005 11:09:56 PM C/Out		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Append employee's forgot	Temp-Sup

Click (**Preview**) button, the **Preview** window appears:

Preview

75%

History Record of Attendance Log @OUR COMPANY 2005-06-01 04:2005-06-30

Dept.	Name	Pin	In/Out Time	In/Out	Modifier	Modi Time	Type	Reason
OUR COMPANY	1		06-23-2005	OT	Temp-Sup	06-23-22:10	Appe-Id	Append employee's
OUR COMPANY	1		06-23-2005	OT In	Temp-Sup	06-23-22:10	Appe-Id	Append employee's
OUR COMPANY	13		06-23-2005	C/In	Temp-Sup	06-23-22:10	Appe-Id	Append employee's
OUR COMPANY	13		06-23-2005	C/Out	Temp-Sup	06-23-22:10	Appe-Id	Append employee's

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Click (**Export**), it is same this operation as export attendance record Data process.

After Exporting, click (**X**) button to return to main menu.

Some times, it, because make mistake to operate and real situation change, need to cancel modification of attendance record, as this time, you may utilize restore function to make it real.

9.4.3 Current staff's at-post Status

To check employees who are currently at post or not at post (including leaving work normally), you can click **Current Staff's At-post Status** sub-item under **Search/print**, and the window is like this:

Search Current Employee's On-duty Status

Dept:

Time:

☒ All
 ☐ On duty
 ☐ Not on duty

Department	AC No.	Name	Last Clock-in/out Time

Select Departments, date and time, click **All** or **At Post** or **Not At Post**, select query type, click **Query** button, and you can find out current staff's at-post status. One query result likes this

Search Current Employee's On-duty Status

Dept: OUR COMPANY

Time: 25 July 2003 17:54:21

☒ All ☐ On duty ☐ Not on duty

On duty 1
Not on duty 26

Department	AC No.	Name	Last Clock-in/out Time
OUR COMPANY	1	Huangzf	03-07-25 17:48
OUR COMPANY	1000	1000	
OUR COMPANY	1001	1001	
OUR COMPANY	2	Liuzw	
OUR COMPANY	8888	8888	
ministry of personee	14	Dujun	03-07-24 17:58
Tech	15	Nexuer	
Tech	16	Liwei	
Tech	8	Weixq	

Click (**Preview**) button to preview record list of searching result, the window is following,

Preview

100%

Employee current on duty status OUR COMPANY From 2003-07-25 To 2003-08-03

AC-No.	Name	Last Clock Time	On Duty	AC-No.	Name	Last Clock Time	On Duty
Department: OUR COMPANY				Department: civil service			
1	Huangzf	03-07-25 17:48	On duty	10	Lily		Not on duty
1000	1000		Not on duty	11	Heyl		Not on duty
1001	1001		Not on duty	17	Zhaoxj		Not on duty
2	Liuzw		Not on duty	19	Zhouhm		Not on duty
8888	8888		Not on duty	3	Luoz		Not on duty
Total: 5 Employees On Duty: 1 Not On: 4				9 Tangrh Not on duty			
				Total: 6 Employees On Duty: 0 Not On: 6			

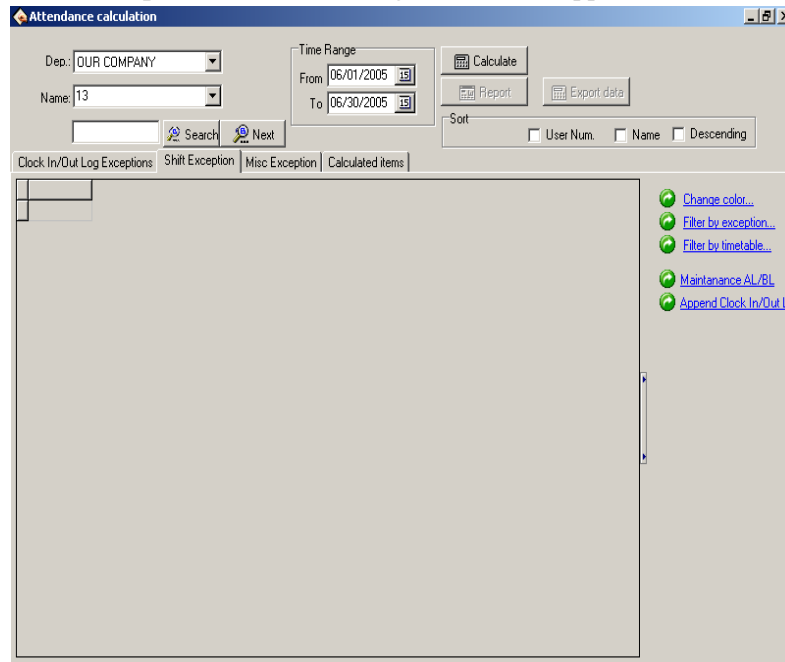
Page 1/1

After searching, click (**Close**) button to exit or  return to main menu

9.4.4 Attendance Exception Tracking

In attendance management, we usually need to search exception situation and to print various attendance record.

Through the Attendance exception searching and record list, to modify attendance exception and record list is available, there are four operation windows which are attendance record exception situation、shift exception situation、other exception situation and attendance statistic . Click exception search on the main window, or exception search sub-item under **search/print** and the following window will appear.



Click (**calculate**) button, the attendance calculate windows appear:

Click **(display/hide)** button, it will show the function of display or hide on right tool column.

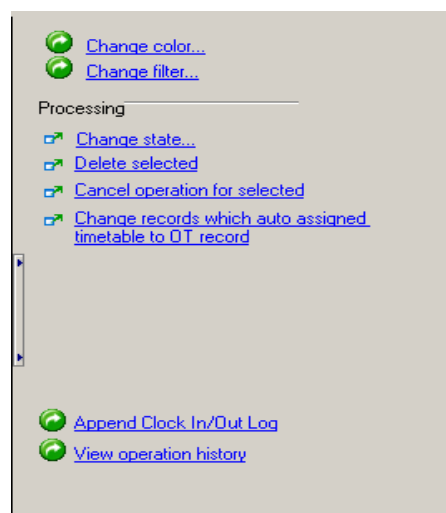
Exception divide into three kinds: attendance record exception situation (**Check in/out Log Exceptions**), shift exception situation (**Shift Exceptions**), other exception situation (**Misc Exceptions**). Click attendance exception pagination, to select department, staff and to determine start date/time, ending date/time, click(**search count**)button, the window is following.

The systems rely on the made rule, sift, method of count to determine the situation whether is correct or not. The systems show these records which locate beyond scope of check-in, check-out time period setup are invalid. E.g. Mrs. Wang on the 4.March. his attendance record show invalid, on that day, it is only one record, it will be think absent a work when the system going to statistic, this may be not true at this situation. the administrator need to know what happen to the staff, that is whether forgetting check-out or leaving on business to unable check -out, if is forgetting need to patch a check-out record, if is leaving on business, to patch record on business leave.

The system is able to automatically modify record to correct which judge by it self, the correction status column is already corrected by system, system utilize the situation to count while going to statistic,

Attendance record exception situation (Check in/out Log Exceptions)

Tool column;



●**Change indication color:** Be able to change various statues appearance of color. Click (**Change color**) the window will appear;



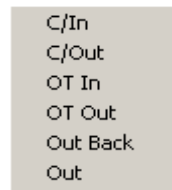
select rectangle of color on the every status, choose color you need on the window, confirm to click **(OK)** button, and save.

●**Change filter condition** : definite that status record in display, click **(Change filter)** the following window will appear:



Make a check it show selected status, appear on the display box, utilize clicking(✓) to switch status between selected and unselected.

●**Modify it as new status**: able to make a present status of selected record to become a select status, after selected a record, click **(Change state)** the window is following:



Because there are all record of clock -in on this picture, so that the check-in status is unable to use, can select other status.

Before Start

Product

Concepts

Get Start

Option

System info

Maintained

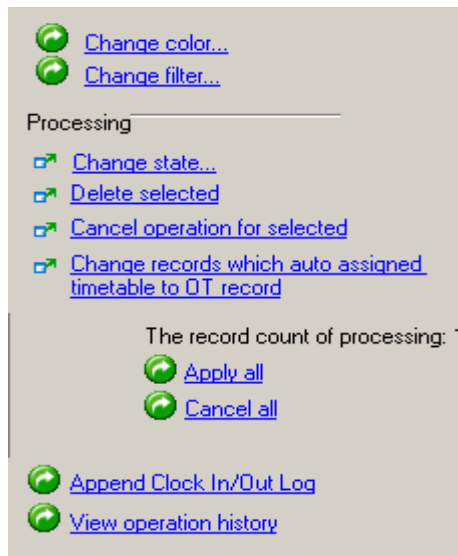
Install

T&A Program

Help

Trouble

●**Cancel attendance record:** able to sign select attendance to cancel status, after use the function, the tool column will add two item, Click (**Delete selected**), the window is following:



●**Utilize all setting operation (Apply all) :**

after selected this item, all setting operation which display in operation column is valid before this,

●**Cancel all setup operation (Cancel all) :** after select this item, all setting operation is invalid before this, all operation will disappear in operation column.

●Cancel current record operation(Cancel operation For selected) : only cancel current record operation.

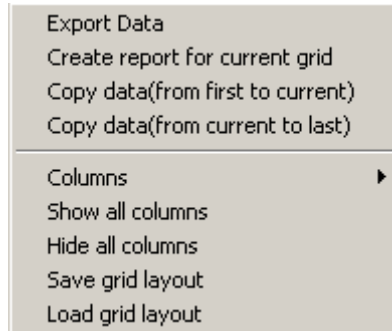
●Make all smart schedule record to become over time (change records which auto assigned timetable to OT record): Make system smart schedule record to overtime.

●Handle forgetting check-in or check-out(Append Clock in/Out Log) : The process is the same as attendance handling operation.

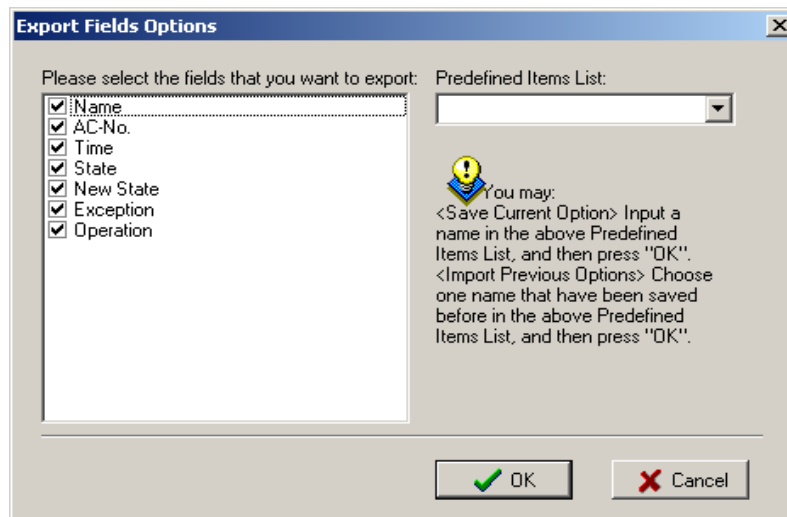
- Search modification record log (view operation history): The process is the same as sub -item of search/print attendance record operation.

Data operation

In the search record display window, right –click. the menu will appear following:



Export data: The same as ‘export data’ button function on the window. Other operation is the same as to export data before.



Create report current grid: The same as “**preview record list**” to establish current data record list function make searched attendance record as record list to export. Able to list prints to export, save, and search for in list, etc. operation

Copy Data (from beginning to current position) : Searched record result copy directly, form duplicating to current position) and can patch in Excel list directly

Copy Data (from beginning to ending) : searched record result copy from current copying position to ending, and can patch to Excel list directly.

Column: select item name on the searching window appearing, click pop up menu is following,



Check show appearing words, able to click correspond word name to change selected status

Show all Column: All item name of data row display on search window

Hide all column : All item name of data row except surname and name hide on the search window, only show surname and name

Save grid layout: item name on which the search window appear can be saved, load data row setting to use.

Load grid layout: According to store data row to show item

Click (**preview**). Following window appear

Record changing logs

Condition

Dep.: OUR COMPANY

Name: 1

Time Range

From: 06/01/2005 00:00

To: 06/30/2005 23:59

Search

Preview

Export

Restore records

C/IN C/Out

The appended, modified, deleted records can be searched. And you can select the missing operated records and restore them(Press Ctrl key can multiply select records).

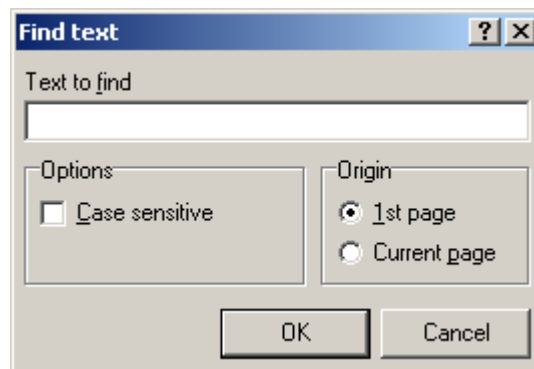
Dept	Name	AC-No	Clock I/O Time	Type	Add	Modified	Deleted	Reason	Operator
OUR COMPAN	1	1	6/23/2005 11:09:56 PM	OT Out	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Append employee's forgot	Temp-Sup
OUR COMPAN	1	1	6/23/2005 11:09:56 PM	OT In	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Append employee's forgot	Temp-Sup

Record list preview: click (**record list preview**) button, pop up following menu:

Daily Attendance Statistic Report
 Attendance General Report
 Depart Attendance Statistic Report
 Staff's On-Duty/Off-Duty Timetable
 Create report for current grid

Select you need statistic record list, and establish record list you need, after it has counted, to establish other record list Not need count again. Everyday attendance statistic record list style is following.

click button to recall search menu, window is following:



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Time & Attendance Program

Preview

100%

General Attendance Statistic (Huangzf)

Name	AC-No.	Duty	Actual	Absent	Late	Early	OT	AFL	BL	N/In	N/Out	Clock	Sick	Vacation	Other
		WDay	WDay	WDay	Min.	Min.	Hour	Hour	WDay	Times	Times	Times	Hour	Hour	Hour
Fingerprint															
Huangzf	1		49		48			10				98	10		
Total:	1		0		48			10				98	10		
Grand Total:	1		0		48			10				98	10		

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Department attendance statistic total list style, following

Preview

100%

General Attendance Statistic (Huangzf)

Department	Emp. Num.	Duty	Actual	Absent	Late	Early	OT	AFL	BL	N/In	N/Out	Clock	Sick	Vacation	Other
		WDay	WDay	WDay	Min.	Min.	Hour	Hour	WDay	Times	Times	Times	Hour	Hour	Hour
Fingerprint	1		49		48			10				98	10		
Grand Total:	1		49		48			10				98	10		

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Staff's on-off-duty time list style, following:

Preview

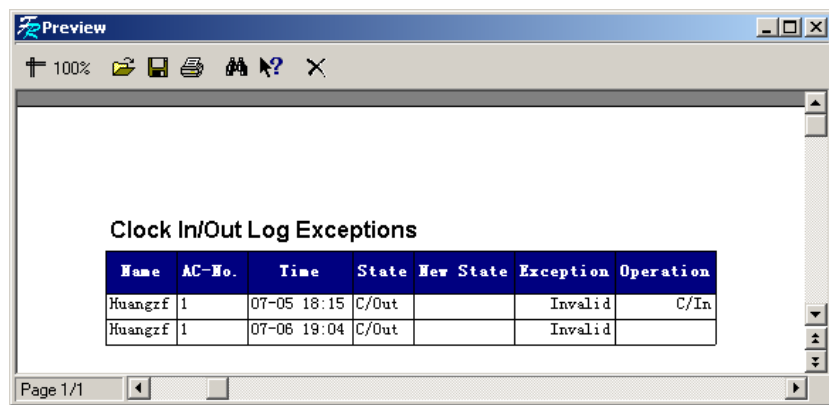
100%

Staff's On-duty/Off-duty Timetable (Huangzf) 2003-06-01 to 2003-08-05

Fingerprint	Huangzf 1						
	06/01 Sun	06/02 Mon	06/03 Tue	06/04 Wed	06/05 Thu	06/06 Fri	06/07 Sat
Daytime	-	-	-	-	-	-	-
Daytime	06/08 Sun	06/09 Mon	06/10 Tue	06/11 Wed	06/12 Thu	06/13 Fri	06/14 Sat
Daytime	-	-	-	-	-	-	-
Daytime	06/15 Sun	06/16 Mon	06/17 Tue	06/18 Wed	06/19 Thu	06/20 Fri	06/21 Sat
Daytime	-	-	-	-	-	-	-
Daytime	06/22 Sun	06/23 Mon	06/24 Tue	06/25 Wed	06/26 Thu	06/27 Fri	06/28 Sat
Daytime	-	-	-	-	-	-	-
Daytime	06/29 Sun	06/30 Mon	07/01 Tue	07/02 Wed	07/03 Thu	07/04 Fri	07/05 Sat
Daytime	-	-	-	-	-	-	-
Daytime	07/06 Sun	07/07 Mon	07/08 Tue	07/09 Wed	07/10 Thu	07/11 Fri	07/12 Sat
Daytime	-	-	-	-	-	-	-

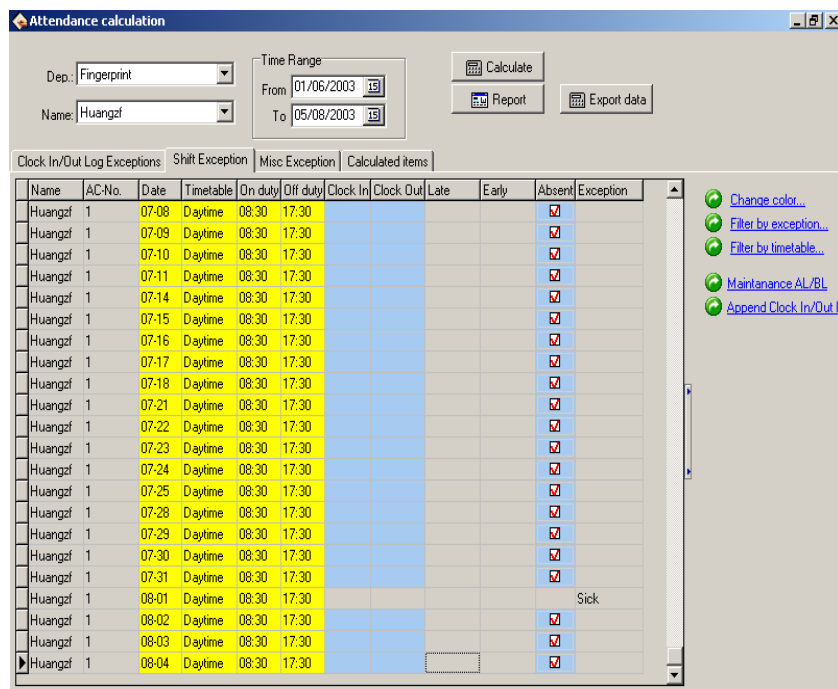
Page 1/1

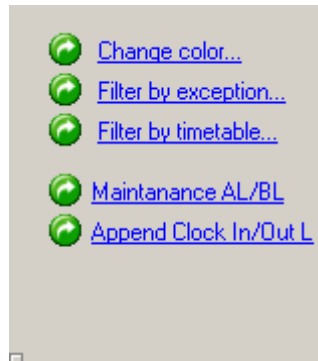
You are able to establish current data record list, pop up window is following'.



Shift exception situation (Shift Exceptions)

On the **attendance calculate** widows, Click **(shift Exceptions)** page label the following window will appear





There is five-tool option in the tool column; the first item function is the same as Attendance record abnormal situation

Filter by exception: Click it, the selected menu appear, able to select these abnormal statue display, put check to indicate the display be selected, it show abnormal situation.



Filter by timetable: click it, the selected menu appear, able to select these period of time abnormal situation, put check on ahead of period of time's name to indicate selected, it show this period of time abnormal situation.

Maintained by AL/BL : This accords with asking for leave/leaving on business of attendance handling setup

Exception situation (Masc. Exceptions)

Click other abnormal situation page label, appear following

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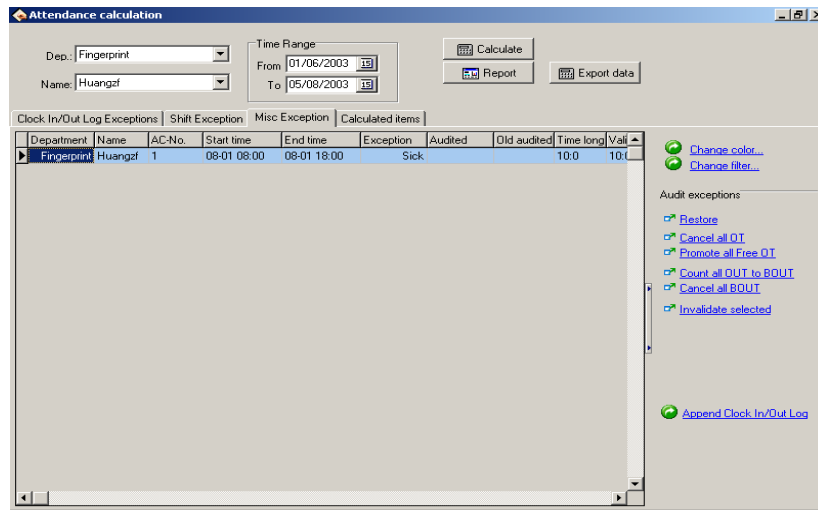
Maintained

Install

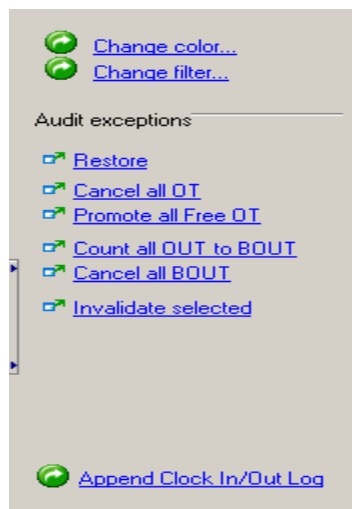
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Tool column



There are nine tools option in the tool column, the first two and last item function is the same as shift Exceptions

Time & Attendance Program

If attendance rule want examine leaving on business and overtime setting situation, so that examine situation column is empty, if in the definite status, the examine status will appear correspond situation

Restore origin status before examine(**restore**) : it is only valid to examine record, restore record status to origin status before examining

All overtime invalid (**Cancel all OT**) : The record which indicate overtime in abnormal situation is invalid to handle

All free overtime valid (**Promote all free OT**): the system determine all staff without arranging attendance record is free overtime, if this item is selected, the system determine free overtime is overtime.

The status display overtime in examined column, and display two new item.

Save examine record: Confirm examined, make examined status to become has examined status.

Cancel this examine: don't save examined which have done, make examined record save as origin status.

All leaving be record on business leaving(**Count all out to BOUT**) : make all leave to record leaving on business.

Cancel all leaving on business(**Cancel all BOUT**): will cancel all leaving on business, all leaving is common leaving or handle it as real situation.

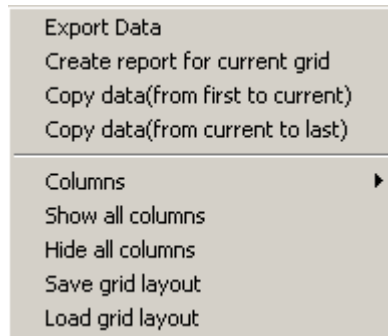
Setting this attendance invalid (**invalidate select**) : Make option record status to become invalid

Click attendance statistics page label, appear window is following:

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Name	ACNo	Normal	Actual	Late	Early	Absent	OT	N/In	N/Out	OUT	BOUT	WTime	Times	VIn	VOut	AFL	BLeave
Huangzif	1	49	0	0	0	48	0	0	0	0	0	9	38	0	0	10	0

The display is statistic result list, right-click on display windows, appear menu:

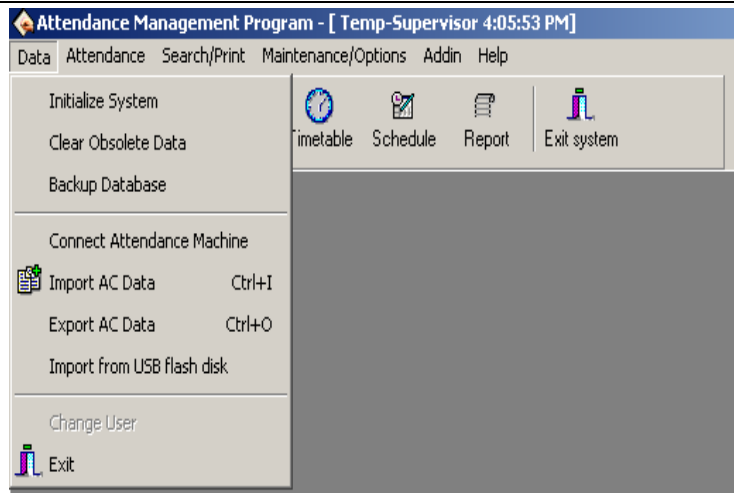


The operation method is the same as before.

9.5 Get Data

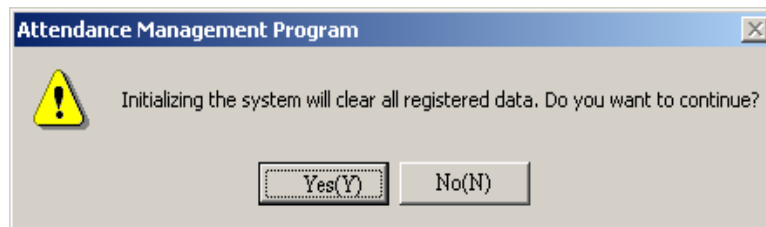
9.5.1 Data menu

Click **data** item on main interface the pop-up menu is following,



9.5.2 Initial system

Click **initial** system menu, this pop-up window is follow:



Caution: if confirm your selected, the system will clear all staff's data and all attendance data. Before this operation you must be carefully.

Click (yes (Y)) button, the system will clear all data, and return initial status just system install.

Click (No (N)) button, the system return main menu without clear data.

9.5.3 Clear obsolete data

Click this item on the menu, this pop-up menu will appear.:

Clear Obsolete Data

AC Clock-in/out Record

Close Date 06 July 201

Backup to a991010.ack

Attendance Checking Exceptions Records


Close Date 06 July 201

Backup to e991010.aex

Shift Data for AC Time

Close Date 06 July 201

After your system has been used for a period of time, a big amount of obsolete data are saved in the database, which not only occupy hard disk space but also affect operation speed. Then you can clear these useless data by using this function.

When clearing attendance check-in and attendance exception records, you are required to back up check-in data to files. You can click corresponding input box to type file name, and click  button to save your data file's saving path and file name, notice that you should choose a new filename, if the name has existed in the system, it will reminder you to define a new filename

Input the close date of the data that you want to clear in close date box, and the close date should be ten days before the current day you will clear the corresponding data after clicking **OK**, and prompt messages will display

Attendance time setup data means to clear obsolete staff's shift schedule data, select close data for clearing record, click OK and you will clear obsolete staff's shift schedule data

In the terms of Microsoft Access database, can click “**Compact attendance database file**” button to compact the database.

After clearing data , click  to return the main menu

9.5.4 back up database

In order to make sure data security and to restore, we suggest you back up database in regular time , click command on the menu, select position to save file, input filename (may be defined filename) , click(**save**) button. When origin database was damage, it need to restore, you should change back up filename as ATT2000.mdb, copy the file under attendance install dir to cover same name file, but the action only restore these data to before back up. E.g. you back up data in 31.3, so that these data be restored are only one before 31.3.

9.5.6 Import Attendance Data

To import attendance record in another machine or old record to the current attendance software ,click this command on the menu and this operation window will pop up:

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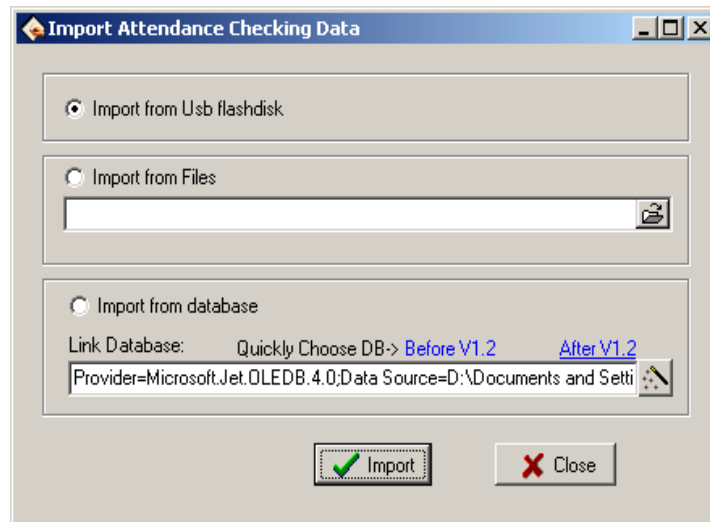
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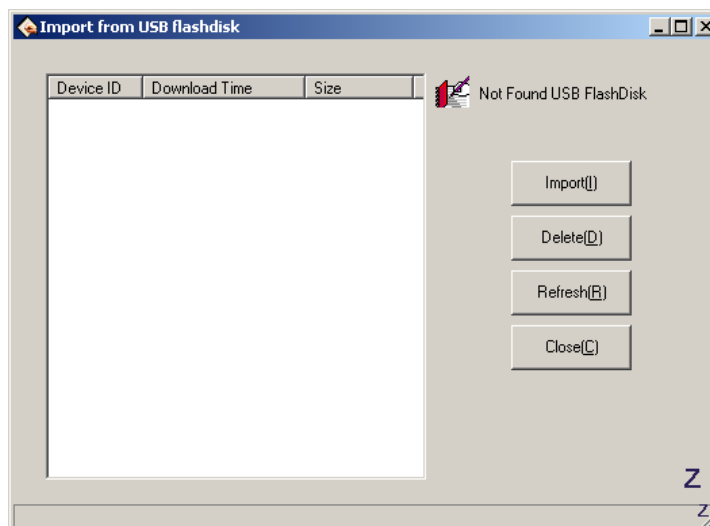
Trouble



1)、Import from USB Flash disk

All information of original database can be import to Attendance system database file; to import attendance check-in data only staff attendance data is imported.


Select import from USB flash-disk, click **(Import)** following windows pup-up:

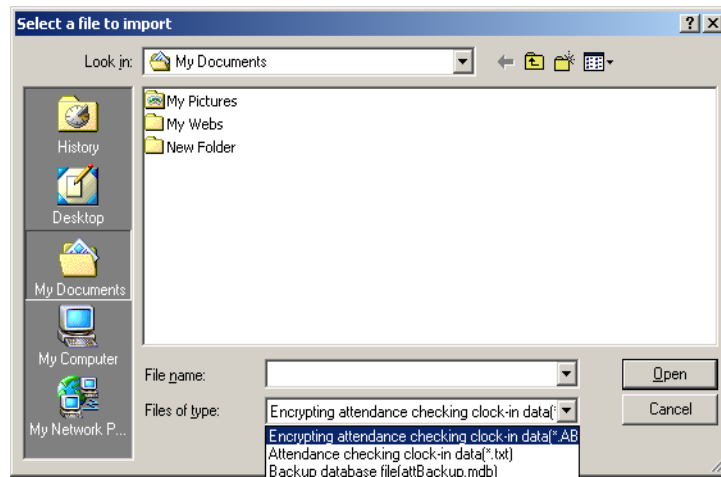


Click (**Import**), import file from USB

2). Import from File

to import attendance system database file can import all information of original database, to import attendance check-in data only import staff attendance data.

Click  button, and you will open a file manger,



.select to import file style, select the path and filename of the data file to import, and then click(OK), return the window illustrate with up picture, click (**import**) can import data'

3) Import from Database

Import from database means to import attendance data from attendance database backups, and the data include staff information, shift information, check-in records, etc. You can import the data from databases of previous version, or databases of the same version. For the data format of database files of versions previous to 1.2 differs from that of Version 1.2X, if the version of the database file that you want to import is below 1.2(Not including 1.2), please select versions before 1.2 option; Otherwise please select 2.2x option.

Before importing data, if it is unnecessary to remain the data in your system, please first select initialize the system. This is because if some data remaining in the current system overlap with the data that will import, errors will appear when importing data, and data's importing speed will slow down.

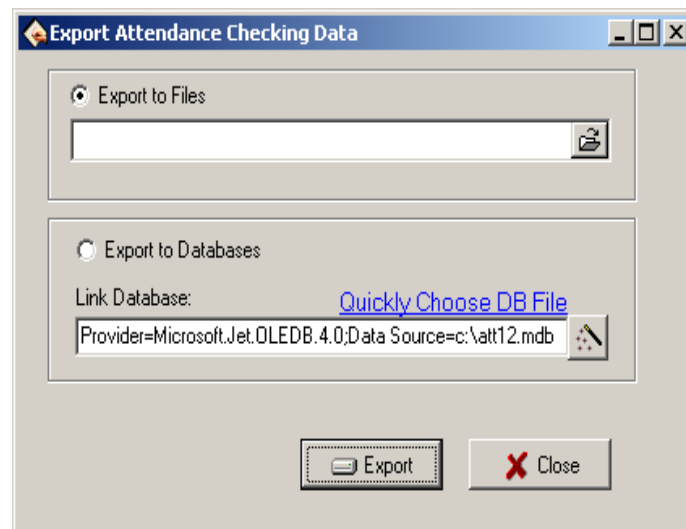
Click versions1.2 or version 1.2xbutton, and a file manager will pop up. Enter the path and file name of the database to import, and click Open, the system will import data automatically.

If your database is SQL Server database, you can click button to begin settings. For detailed information please refer to Database Setup.

After importing data, click  to go back to the main menu.


9.5.7 Export attendance data

This function is mainly used to back up all attendance data in the current attendance system or check-in data, click this command on the menu and the following operation window will pop up




1) Export to Files

Export four file style: secret attendance data (*.abt) 、 attendance check-in data (*.txt) 、 back up attendance data (*.attbackup.mdb)

and attendance system database file (*.mdb) .click  button, a file manger menu will pop up confirm the path and file name for the back file and click open.

2) Export to Databases

This option means to back up all data, such as staff information shift information and check-in record to a database file. Click quickly selects database file button and you will open a file manger menu. Confirm the path and file name for the back up and click open.

If your database is SQL Server database, click  button to begin setting, for detailed please see Database setup

Notice: you must choose a new filename if the file has existed the system will suggest you to define new file name.

Exporting record will Not lead to clean data in database. After finish to export data, click(X) up-right concern , return main menu.

9.5.8 Log on system again

While a system run, it is require to change administrator, utilize this function, make another administrator to log on system again as he/her ID. The operation interface and operation method is the same with to log on administrator as system starting

9.5.9 Exit

Click **Exit** on menu, or click on the **(exit system)** in the management bar, end system run, return Windows.

Chapter 10

Operation help

10.1 Determine beginning date to export data

Next let's take searching staff's attendance records as an example to illustrate concrete operations for exporting data:

Search Staff's Attendance Checking Record

Condition

Dep.: OUR COMPANY

Name: <All>

Time Range

From: 02/01/2001 00:00

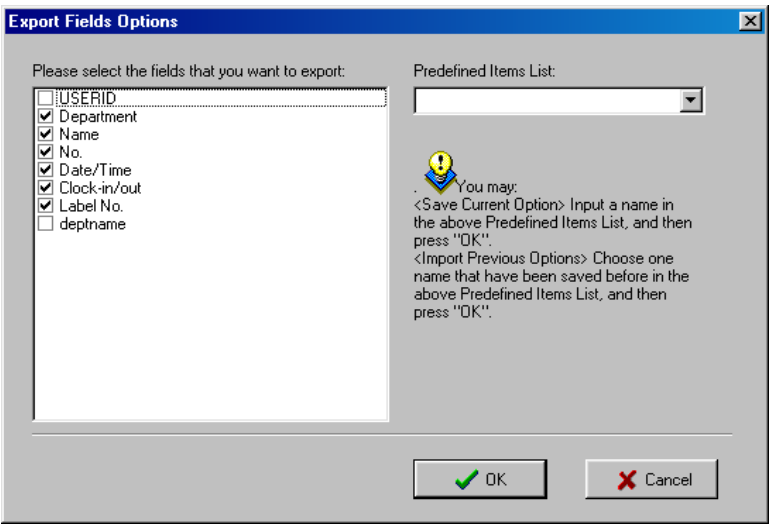
To: 02/04/2002 23:59

Buttons: Search, Modify Log, Preview, Export

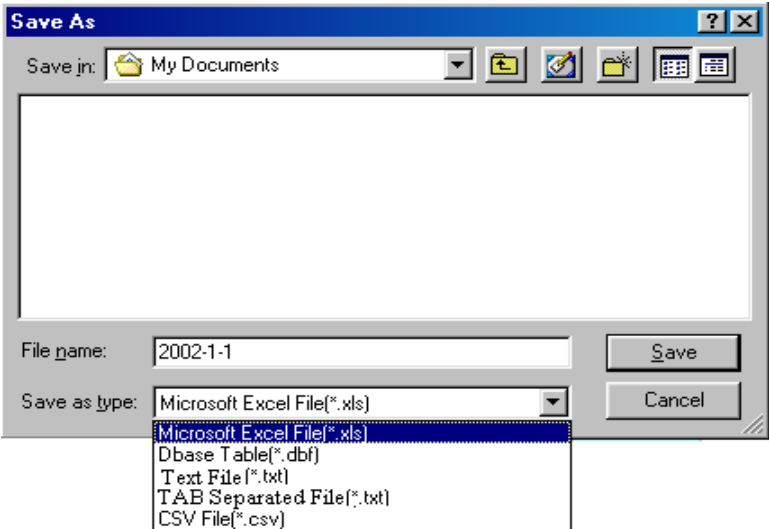
Warning: If you want add, edit attendance checking's original records, please use the functions of "Forgetting to clock in/out", "Coming Late/Leaving Early Collectively", or "Handle Attendance Checking Records In Advance".

Department	Name	No.	Date/Time	Clock-in/out	Label No.
Buss.	Linge	1011	10/26/01 5:01:49 PM	Clock-out	
Buss.	Linge	1011	10/27/01 8:01:03 AM	Clock-out	
Buss.	Linge	1011	10/28/01 8:01:05 AM	Clock-out	
Buss.	Linge	1011	10/29/01 5:00:56 PM	Clock-out	
Buss.	Linge	1011	10/30/01 7:30:35 AM	Clock-in	
Buss.	Linge	1011	10/30/01 4:02:49 PM	Clock-out	
Buss.	Linge	1011	10/31/01 7:46:14 AM	Clock-in	
Buss.	Linge	1011	10/31/01 4:02:44 PM	Clock-out	
Buss.	Linge	1011	11/1/01 3:47:52 PM	Clock-in	
Buss.	Linge	1011	11/4/01 8:07:07 AM	Clock-out	
Buss.	Linge	1011	11/5/01 8:01:45 AM	Clock-out	
Buss.	Linge	1011	11/6/01 7:46:35 AM	Clock-in	
Buss.	Linge	1011	11/6/01 5:00:54 PM	Clock-out	
Buss.	Linge	1011	11/7/01 7:44:55 AM	Clock-in	

As shown in the above picture, click Export button to pop up the following window:



Tick checks before the fields to export. If next time you want to select the same fields to export data, you can input an item name in the box of Predefined Items, and click OK to save the selected fields in this item. if you want to call your previous choices, select a name saved in the box of Predefined Items, and click OK to enter the following window:



Enter a filename for this file to save in the column of Filename, select the type to save this file, and then you will export the selected data to this file. You can save a file in five formats: Excel files (Microsoft Excel File(*.xls)) , DBF formed database files, right justified text files, text files separated by TAB, and text files separated by semicolons.

10.2 Select Department and Employee


Click the box of Department to expand its tree-formed dropdown box and select the department in which the employee on official business is. Click the box of Employee to stretch its dropdown box, and select the employee who will leave on official business.



10.3 Confirm Beginning/Ending Date



In the box of Beginning/Ending Date click the box of “From”, and click



button to select the beginning date. Then click the box of “To”, and



click  button to select the ending date. In the dropdown box for dates,




click  or  button to move the date one month upward or downward,

and click  or  to move the date one year upward or downward.

Click on the date you want to select it.

10.4 Confirm Date

In the box of Date/Time click  button to select the date, and in the box of Time click  button to select the time or directly change the time.

In the dropdown box of Date, click  or  button to move the date one month upward or downward. Click the year number to change the year directly, or click  button to move the date one year upward or downward. Click on the date you want to select the it.

10.5 Select Employee

The option box of Employee is like this:

Employee:

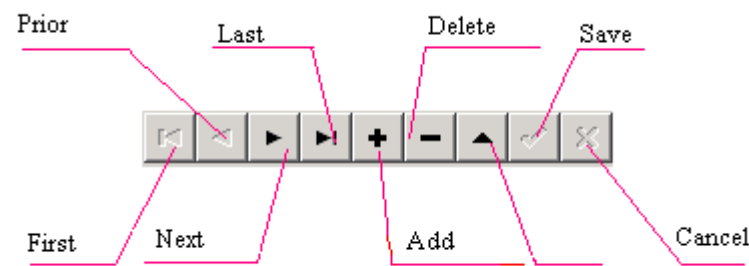
AC No.	Name
▶ 1016	Mark yang
1018	Eliza zhou
1019	Edith zhang
1020	Colin li
1021	Peter mao
1022	Elaine hua
1023	Lewis wang
1024	Jim zhen
1025	Ellen ruo

Move the mouse to the row the employee to select is in, click the left button of the mouse, and this row will turn blue.

To select more than one employee, press Ctrl.

10.6 Datasheet Process Tool Bar

The Datasheet Process Tool Bar contains the following operation buttons:



In the datasheet, the row marked with ► symbol is the current row, and all operations for the sheet is conducted in the current row.

Click buttons to carry out corresponding operations for the datasheet.

First: To move the current row to the first row.

Previous: To move the current row one row upward.

Next: To move the current row one row downward.

Last: To move the current row to the last row.

Add: To add a new row in which new data can be entered in, and the current row is the new row.

Delete: To delete the current row.

Edit: To modify the data in the current row.

Save: To save the data after edition or in the newly added row.

Cancel: To cancel the result of adding a new row or editing the data.

Under the status of adding or editing, the result of moving data will be automatically saved.

In the datasheet, click on the row to select it, and select multiple rows by pressing Ctrl and clicking at the same time when possible. The selected rows will change to blue.

10.7 Select Department

The option box of Department is like this:



Click the left button of the mouse on the department name, and you will select this department when the name turns blue.

10.8 Time Period Management

The display box for Time Period is like this:

	0	2	4	6	8	10	12	14	16	18	20	22	24
Monday													
Tuesday													
Vednesday													
Thursday													
Friday													
Saturday													
Sunday													

Time Range

From:

8:20:00 AM

To:

1:10:00 PM

OK

Cancel

Generate New Time Period: Move the mouse to the time you want, pull the mouse while pressing its left button, and loosen the mouse to generate a new time period.

Edit Time Period: Move the mouse to one end of the time period to edit. When the cursor changes to \leftrightarrow , move the mouse while pressing its right button, and loosen the mouse to get the time period you want. In addition, you may double-click on the time period to modify to enter a

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
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dialog box shown as the right picture on the right. Here, you can adjust the beginning/ending time for this time period.

Move Time Period: Move the cursor of the mouse to the time period to modify. When the cursor changes to , move the mouse while pressing its right button, and you may move the time period as a whole.

Delete Time Period: Move the mouse to the time period to modify. When the cursor changes to , move the time period to make it disappear. Besides, you may click the time period, and press Del to delete this time period.

Chapter 11

Troubleshooting

The following is a list of typical troubles you may be annoyed of at the beginning of working with program and their solution as well.

1. Due to the administrator has changed or forget password , fail to enter the management program, what will I to do?

Answer: the computer has to have been installed Office2000 at first, then enter the attendance program installing directory , look for the att2000.mdb file, double-click it, and find the 'userinfo' list in the appear interface, double-click it , to find 'securityflags' word, cancel all figure of list in the sentence (15 indicate administrator)

2. How to clear the administrator of the attendance device?

Answer : can utilize the standalone communication program of attendance device between computer , after it's successful , enter attendance device management page, click on the 'cancel administrator' button, able to clean attendance device administrator, after to break out connection, then can enter attendance device menu style.

3. I forget the password of database, how to do?

Answer: enter 'maintenance and setting' of management program, click on the 'setting password of database', then have no need to verify old password ,so can set up new password of database.

4. The LCD is too dim, If it can be modify ,or not?

Answer: the LCD is not able to adjusted by user, it is need that return our company to adjust by engineer.

5. How to use the business check-in and business check-out?

Answer : when the staff need to go out, the staff should check -out on attendance device. When the staff come back, select business check-in.

6 . While inquire attendance record , selected the highest department, selected all staff, why cannot see record, but it's true display that has been saved to downloading data?

Answer: (1) it is maybe the data record time expire inquiring range, want to view the original record , open the attendance database (att2000.mdb) , enter check-in-out list, can see all original record, prove that original attendance record is in the range which you inquire, specifically pay attention year;

(2) it is maybe that add a highest department again after the general company name was canceled, installing finish, the default highest department general company can not be cancel, but it is able to be modify in the attendance rule.

7. I have assigned shift, why no the result of account and statistics indicate leave, come late, gone early?

Answer: first enter management to check the setup shift, in normal condition the name of shift corresponding time period display that appear in blue color in right time box, if there isn't any problem, enter staff shift list, view the starting date of staff shift, the starting date is beyond the account and statistics time range, isn't it?, if it isn't, assign shift again, fix new starting date.

8. How to cancel the schedule which have been set up?

Answer: you can add a empty schedule firstly, then use the empty schedule replace the schedule which will be canceled in staff assignment , enter schedule management to cancel corresponding schedule, OK.

9. Why the data which is stored record is fewer than loaded down data while in the process to download all data ?

Answer: while loaded down and record, the attendance program can determine loaded down record, the repeat record will be cancel automatically, the stored record will not be store again.

10. Why the loaded record appear, but cannot find it while inquire it?

Answer: Confirm time range you inquire is accord with attendance time of loaded record, or it's not. can check attendance record day, month, year, after loaded down record, or open database (att2000.mdb), enter check-in-out scheduler, can see all origin record, confirm time of attendance original record is within the range of acquirement, pay attention years record specifically, some independence equipment set time is not real, result in attendance record time isn't correct.

11. Why I attendance normally, but it is show I stay away from work without leave or good reason?

Answer: examine your period time setting first, confirm your attendance record is among the range of check-out time, example, you setup the check-out time is from 17: 00 to 18: 00, you check-out time record is 16: 30, so that the record is invalid, system will indicate neglect afternoon (in attendance rule, no check-out is neglect) next, examine you attendance time is correct, or it's not.

12. Why there are come late and gone early in the attendance account and statistics shift, but there aren't its record in inquiring record?

Answer: please examine the setting of attendance account in attendance rule, see if 'on duty check-in record: come late/gone early' have been

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or have not, if it have been labeled so that the neglect system will
cate come late/gone early.

**leaders of company don't require check-in-out , but their
attendance demand account, how do it to set ?**

Answer: (1) enter attendance setting under staff maintenance, cancel
valid attendance;

(2) set up a period time of unnecessary to check-in-out, produce a
schedule, the schedule is used to account with staff. OK

14.why cannot I add new schedule in shift management?

Answer: the program has to set up time period of shift, then can set up
schedule, please see the time period of shift is set ,or does not.